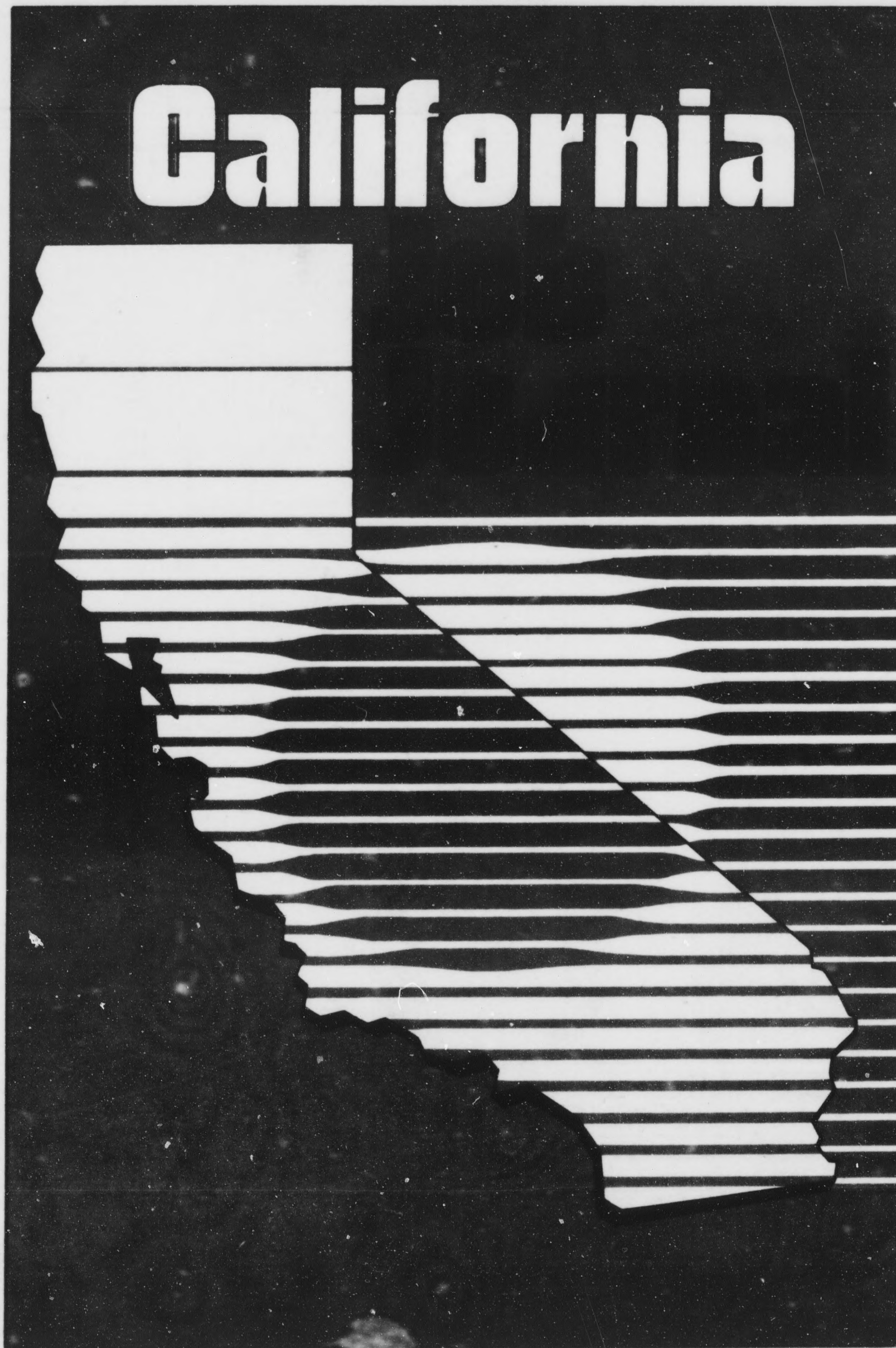


The Hornet

Administration
Engineering
Accounting
Data Processing
Health Care
Education
Real Estate
General Office
Finance
Technical
Legal
Management
Insurance
Electronics
Construction
Science/Research
Secretarial
Industrial
Mechanical
Sales/Marketing
Restaurant
Professional

California



In This Issue:

Inventive Incentives

The many keys to
motivating others

Appropriate Response

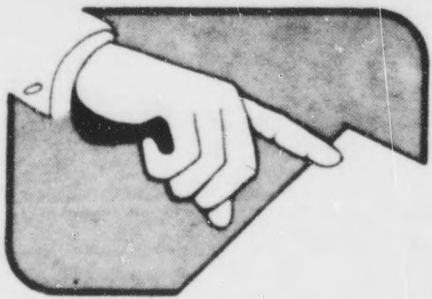
Effective replies to
help-wanted ads

The Write Stuff

Does your handwriting show
a slant toward success?

E M P L O Y M E N T

OPPORTUNITIES IN THE GOLDEN STATE



READER'S GUIDE

1. Title of position
2. Number of openings available
3. Employer
4. Location and/or mailing address*
5. Telephone number
6. Contact person's name/title
7. Salary and benefits
8. Application procedure
9. Job duties/description, type of business, and hours/days
10. Experience/skills and education required
11. Company job number - refer to this number when applying

1. **PROGRAMMER ANALYST (3)**
2. Satellite Data Systems
3. Space Communications Division
4. 2785 Morrison Drive, Suite 100
5. Oak Valley, CA 98765-4321
6. 415/555-9900 x227
7. Attn: Terry Lydeck / Operations Manager
8. \$2850-3400/month DOE, plus medical/dental, life ins and pension plan after 1 yr. Send resume and 3 refs. Analyze & design program requirements, develop application/program specs, code, test, document, and implement software; and participate on development team for a leader in interstellar telecommunications systems. Hrs 7-3:30 Mon-Fri. Position also available in RIDGEMONT. Req MS or equiv in Computer Science, 3 yrs exp with high-level language design/coding and graphics communications, and 1 yr exp with HP 5000. Knowledge of astrophysics preferred. (#4417)
- 9.
- 10.
- 11.

* If an asterisk appears before the city it indicates that the job location is different or available in more than one city. See body of ad for further information.

HOW TO APPLY: If you want to apply for an opening or obtain additional information, contact the employer directly as specified in the job listing. Send correspondence to the contact's attention or ask for that person if telephoning. If no telephone number is listed, the employer does not want phone calls!

JOB CATEGORIES: The decision on where to categorize an opening is made with more emphasis given to the experience/skills/education required than the job duties or position title. We try to be consistent, but some openings are very difficult to assign to a category. New readers should check several classifications to determine where specific types of employment will be found.

Abbreviation Key

AA	affirmative action	ins	insurance
admin	administration	jr	junior
app	application	JTPA	Job Training Partnership Act
approx	approximately	LA	Los Angeles
appt	appointment	lic	license
asap	as soon as possible	M	minorities encouraged to apply
asst	assistant	mfg	manufacturing
avail	available	mgmt	management
avg	average	mgr	manager
a/p	accounts payable	min	minimum
a/r	accounts receivable	ofc	office
bfts	benefits	ops	operations
C	contact	PERS	Public Employee Retirement System
CDL	California driver's license	pref	preferred
cert	certificate	PT	part-time
comp	compensation	QC	quality control
CRT	computer terminal	RE	real estate
dept	department	ref	reference
dir	director	rep	representative
div	division	req	requires, requirements
DOE	depending on experience	RTJJ	Refer to Job Journal (tell employer where you saw ad)
DOQ	depending on qualifications	SF	San Francisco
DP	data processing	shth	shorthand
EEO	Equal Employment Opportunity	sr	senior
enr	engineer(ing)	sub	substitute
EOE	Equal Opportunity Employer	supv	supervisor
equiv	equivalent	svc	service
ESL	English as a second language	tech	technician, technology
exp	experience	temp	temporary
F	females encouraged to apply	univ	university
FT	full-time	V	veterans encouraged to apply
GED	Graduation Equivalency Diploma	W	women encouraged to apply
gen	general	wk	week
govt	government	WP	word processing
grad	graduate	wpm	words per minute
H	handicapped persons encouraged to apply	x	extension
HS	high school		

Time is money. Our Journal can save you both.

At THE JOB JOURNAL, we know that one way to give you more for your money is to save you time. That's why we'll work with you to create a comprehensive & informative ad that will start screening candidates before they ever walk through your door. You'll get fewer applications, but more qualified applicants, and make a better hire in less time.

Another reason your recruiting budget goes farther in THE JOB JOURNAL is because you don't pay for your ad by the word or the line. And when your ad appears in CJJ, it's carried by twelve other Northern California newspapers. You get multi-market coverage without multiple advertising expenses.

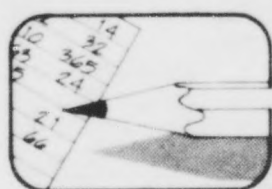
Spend a few minutes with one of our Employment Specialists and start saving time and money on your next hire.

California
**Job
Journal**

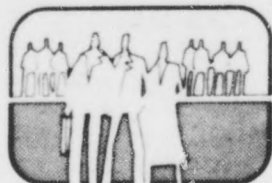
Sacramento Office
(916) 925-0800

Toll-free (in CA)
(800) 782-HIRE

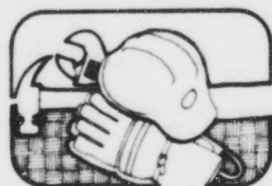
C O N T E N T S



**Accounting/
Financial Svcs**
4



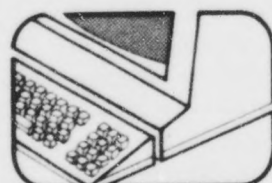
**Administration/
Management**
4



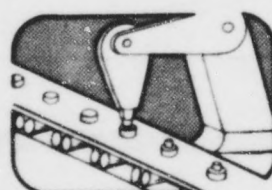
**Construction/
Building Trades**
4



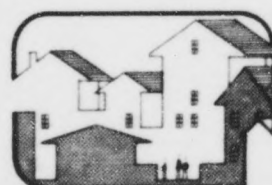
**Education/
Training**
5



**Electronics/
Data Processing**
7



Industrial
8



**Insurance/
Real Estate**
8



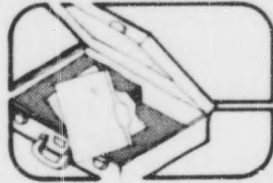
**Legal/
Public Safety**
9



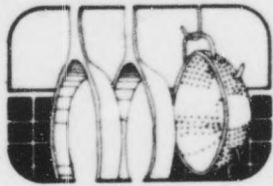
**Mechanical/
Service & Repair**
10



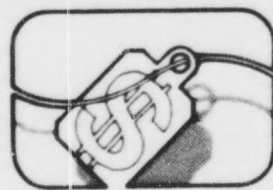
**Medicine/
Health Care**
10



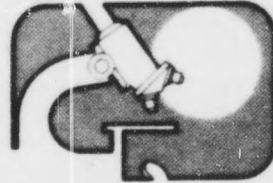
**Professional/
Career**
14



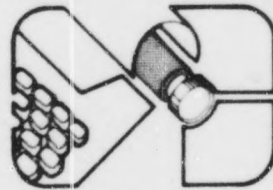
**Restaurant/
Hospitality**
14



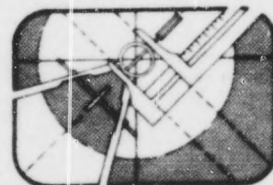
**Sales/
Marketing**
15



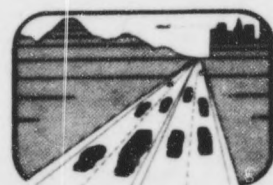
**Science/
Research**
16



**Secretarial/
General Office**
16



**Technical/
Engineering**
17



Transportation
18



**Miscellaneous
Career Opportunities
Too Late to Classify**
18

Inventive Incentives

Surveys consistently place money in third or fourth place among factors that motivate workers. So what's first? That depends on whom you ask. For one person, it's recognition; for another it may be a challenge; while a third is looking for advancement. The ability to recognize these different drives is the mark of an effective manager — one who understands that the keys to motivation are as unique as the people themselves. 7

Appropriate Response

Ever wonder what happened to that volley of resumes you fired off in response to last week's help-wanted ads? Did they reach the right in-basket? Will you receive any acknowledgement? Does anyone really read them? Learn the simple secrets of responding effectively to employment ads and increase your chances of surviving "the screen." 9

The Write Stuff

You may need to start watching your P's & Q's more closely. The growing acceptance of handwriting analysis as a legitimate tool in personality evaluation has many employers taking a second look at the scribbles of staff members and job candidates. How accurate are such assessments? Graphologists insist that a good handwriting sample speaks volumes between the lines. 11

On The Job Front 11

ABOUT THE JOB JOURNAL

The California Job Journal (CJJ) was established in 1982 as an innovative new alternative to traditional job search methods. It is designed to be a window on today's expanding job market for those who wish to make knowledgeable career decisions. CJJ is the most informative and comprehensive resource for anyone seeking up-to-date information about available jobs in California.

Which companies are hiring? What positions are available? How much do they pay? Do I qualify? CJJ will provide the answers to these questions, but we realize you need more than just facts on available openings. Employment is essential to your physical and mental well-being, and the job seeking experience is often accompanied by financial and emotional strains that also need attention. The Job Journal offers career guidance with columns, tips and articles addressing the complex problems and alternatives facing you in your search for satisfactory employment.

For the individual seeking suitable openings without professional assistance, the time and expense to locate and research positions can be considerable. Our goal is to eliminate the frustrations and disappointments that accompany needless interviews and unnecessary trips for jobs you don't want (or aren't qualified for) by providing enough information to enable you to screen yourself. Your time and effort can now be spent getting job offers rather than gathering job information.

We welcome your comments or suggestions on how this publication might better serve you. Please write to: California Job Journal, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833.

California Job Journal
is a bi-weekly publication of
JOB JOURNAL, INC.
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 925-0800

JOB JOURNAL STAFF

Publisher
Executive Editor
Sales Manager
Sales Staff

Heidi Davis
Ann Adamo
Bob Gouley
Amber Ryan
Jim Becker
Nancy Hanna

Accounting

Nancy Mudd

**Marketing
Office Staff**

Kathy Kellum
Cindy Huchel

Art / Production

Frank Weiss
Peter Altman

Kathy Masera
Clayton Babcock
Karri Martin
John Learned
Conway Hill
Karen Gonzales
Caryl Gerfen
Dave Grealish
Debby Smith
Dawn Morgan
Gordon Hoeft
Renate Winter
George Caudle
Brenda Gentry
Linda Batcho
Pierre Babasin
Steve Dana
Carolyn Esannason

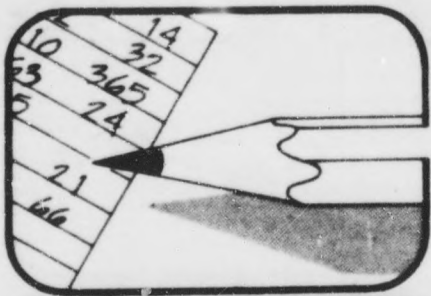
ADVERTISING

For information & rate card,
contact the advertising sales office:

Sacramento (916) 925-0800
Toll-free (CA) (800) 782-HIRE

Advertising deadline for next issue:
4pm Thursday, 3/16/89

Information in California Job Journal has been obtained from sources believed reliable, but accuracy and completeness cannot be guaranteed; use the information at your own risk. Typographical errors may occur in the transcribing and/or printing of the contents. Information contained in this publication is intended only as notification to readers of available employment opportunities. Job Journal reserves all rights in connection with this publication and duplication of the contents herein without consent is prohibited. Copyright ©1989 Job Journal Inc.



Accounting/ Financial Svcs



ACCOUNTANT

Stockton Savings & Loan Association
P.O. Box 201062
Stockton, CA 95201
Attn: Sheri Barnett

Salary commensurate with experience, plus excellent benefit package. Send resume. Immediate opening in our real estate investment department. Responsible for all Stockton Service Corporation accounting functions; verify all general ledger balances pertaining to REI; reconcile all SSC general ledger accounts; and monitor joint venture partners' books. Hrs 8:30-5 Mon-Fri. Founded in 1887, company has 23 branches. Requires 3-5 yrs accounting experience. Prefer real estate development and construction exp. EOE

ACCOUNTS MANAGER

Sacramento Animal Medical Group
4990 Manzanita Avenue
Carmichael, CA 95608
Attn: Jim Remillard / General Manager
\$22,000-24,000/yr to start + bfts. Submit cover letter & resume outlining your ability/interest in handling all the duties below. IMMEDIATE OPENING for a full-charge bookkeeper with this expanding Sacramento veterinary hospital system. Directly responsible for accounts payable, general ledger, payroll, bank reconciliation, and preparation of monthly financial statements and state/federal payroll tax & sales tax returns. FT, Mon-Fri. Req computer exp with all the types of systems above, xint technical knowledge & exp, and ability to work effectively with our staff and independent of regular supervision.



ACCOUNTS PAYABLE/RECEIVABLE CLERK

Cal-X Fun Spas
2389 Fair Oaks Boulevard
Sacramento, CA 95825
Attn: Miss Kay

\$8/hr plus benefits. Send resume. Perform collections on accounts and post accounts receivable & expenditures. Position is located at the headquarters of this leading spa company, in business 36 yrs. Hrs 8-5 Mon-Fri. Requires data input experience and 10-key by touch. Retail exp helpful.

COLLECTORS

AMU
A Division of Associates Financial Services
North Highlands, CA 95660
916/338-2991
Attn: Manager

Draw against commission; excellent benefits include paid medical/dental insurance immediately upon hire. Call for appt. High-volume collections in a small-office environment. Full-time flexible hrs; 5 days/wk. Fortune 500 subsidiary is expanding its Sacramento office to cover a broader territory. At least 6 mos to 1 yr experience and knowledge of large-volume collection techniques desired.

BOOKKEEPER

New hotel in Old Sacramento has immediate opening. Must have prior experience in AR, AP, and payroll. Prior restaurant or hotel experience necessary.

Competitive salary D.O.E.
Call for an appointment
(916) 444-5464

CREDIT CHECKER

County Financial Services
275 Saratoga Avenue, Suite 104
Santa Clara, CA 95050
408/249-9360

Attn: Tony Canales / Manager

\$1000+/mo plus possible commission after 3 mos. Company-provided medical/dental ins after 90 days, and 1 wk vacation after 1 yr. Apply in person. RTJJ. Process credit checks on new customers, verify employment applications, file, answer phones, and work on a Wyse computer. Opportunity for advancement. Full-time, 9-6 Mon-Fri. Must be bilingual (Spanish) and have good oral & written communication skills. Experience in financial field preferred.

CREDIT MANAGER

Holiday Inn - Palo Alto/Stanford
625 El Camino Real
Palo Alto, CA 94301
415/328-2800

Attn: Jenny Stone / Personnel Manager

Salary negotiable DOE; bfts include health ins after 3 mos. Send resume, call for appt, or apply in person (9-11 or 3-4:30 Mon/Wed/Fri). Under supervision of controller, handle a/c, credit verification, and business account collection; involves light typing and data entry. Hrs 8:30-5 Mon-Fri. 282-room facility is close to Stanford Univ and 35 miles from SF. Must be aggressive, responsible, accurate, and able to work under pressure. Credit & collection exp preferred. Degree in acctg/business admin, a/c exp, and some computer knowledge a plus. Some familiarity w/credit reports helpful. Req right to work. EOE

FINANCIAL SERVICE REPRESENTATIVE (2)

American Savings
1615 Woodside Road
Woodside, CA 94061
415/985-6484

Attn: Mrs. Grey / Branch Manager

\$1015/month to start plus excellent benefits. Apply in person. RTJJ. Responsibilities include customer service, cash handling, daily balancing of cash receipts, and some sales. Hrs 8:15-5 Mon-Thu & 9-6 Fri. 100-yr-old company has 187 branch offices in CA. Requires HS grad with 6 mos banking experience. Recent (1 yr) exp handling cash and skill with 10-key adding machine & calculator preferred. Must have professional appearance. EOE

NEW ACCOUNTS PERSON

Schools Federal Credit Union
5210 Madison Avenue
Sacramento, CA 95841
916/334-2420

Attn: Personnel Department

Minimum \$970/mo DOE, plus excellent benefits. Come in to fill out an application. Open new member accounts, research savings or loan accounts of member; as needed, post deposits & payments, and work with the public in a financial environment. Hrs 8:30-5:30 Mon-Fri. Founded in 1933, company has 5 branch offices and serves the financial needs of Northern CA school employees with checking accounts, ATMs, loans, and money market certificates. Requires at least 6 mos experience in a financial institution, 35 wpm typing, and excellent communication & public contact skills. AA/EOE

PART-TIME TELLERS (3)

ALFA Federal Credit Union
Naval Air Station, Building 527
Alameda, CA 94501
415/865-3500

Attn: Jan Waidron / V.P. Personnel

Salary DOE. Call for appt (9-12) or send resume. Provide customer service, handle cash, and work with CRT. PT; 2 positions 10-2 Mon-Fri (xint for working mothers) and 1 position with variable hrs. Credit union was established in 1941. Requires HS grad with a professional appearance & attitude, good communication skills, and cash-handling & customer service experience. Must be bondable. CRT & financial exp preferred. This is not a civil service position. AA/EOE

PEAK-TIME TELLERS (part-time)

Imperial Savings
339 University Avenue
Palo Alto, CA 94301
415/324-1661

Attn: Suzie Hackney / Customer Service Mgr

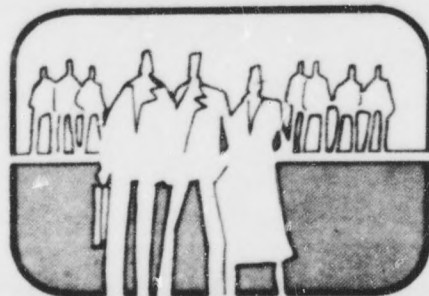
\$10/hr; may participate in quarterly incentive program, plus various banking benefits. Apply in person. RTJJ. Service customers, handle cash, and balance daily records. Flexible, 15-17 hrs/wk Mon-Fri. In business 35 yrs, firm has 82 branch offices in CA. Must be a high school grad with a professional appearance and good customer service & communication skills. Prefer 1 yr experience handling cash and some sales background. Training provided. EOE

TELLERS (2)

Sanwa Bank California
600 Los Altos Rancho
Los Altos, CA 94022
415/948-4468

Attn: Cindy Luedtke / Manager

\$5.75+/hr plus excellent benefit package including medical/dental insurance. Call for appt. RTJJ. Provide customer service, and handle cash, new accounts & some sales. Also responsible for daily balances, problem solving, and research. PT, 32 hrs/wk, FT, 40 hrs/wk 9-4 Mon-Thu & 9-6 Fri. Parent company is Sanwa Ltd; 10-employee branch is stable, progressive, and friendly. Requires HS grad with 1 yr cash handling or related bank experience. Must have a professional appearance and pleasant speaking voice. Some college education a plus. EOE M/F



Administration/ Management

MANAGEMENT ANALYST, ENTRY-LEVEL

Solano County
580 Texas Street
Fairfield, CA 94533
707/429-6321

Attn: Personnel Department

Approximately \$35,034-42,584/yr. Call for more information; file by 4/13. Seeking an experienced analyst for the County Administrator's Office. Provide budget, organizational & policy analysis. Full-time. Requires 1 yr budget analysis and 2 yrs public administrative experience. AA/EOE

MANAGEMENT TRAINEE

Copymat
2390 El Camino Real
Palo Alto, CA 94306
415/856-2679

Attn: J.D. Rai / Store Manager

\$18,000/yr plus 14 vacation days/yr, all legal holidays, 10 sick leave days, and medical/dental insurance. Send resume or apply in person. RTJJ. Learn overall store operations. Handle cash, serve customers, solve operational problems, balance cash receipts daily and supervise employees and reproduction operations. Full-time, 7-4 or 8-5, Mon-Fri. Subsidiary of CPI Corporation, St. Louis, MO. HS grad required and must have experience in management or business operations; company provides training. EOE

MANAGER - HAZARDOUS WASTE DIVISION

EnsoTech
7949 Ajay Drive
San Valley, CA 91352
818/767-2222

Attn: Dr. Jeet Sabherwal / President

\$50,000+/yr + benefits (to be discussed). Call for appt or send resume. RTJJ. Supervise all company interactions with govt agencies; consult with a scientist, geologist & engineers; and handle computer-related communications. Hrs 8-5 Mon-Fri. Established 15-yr-old firm specializes in the remediation of contaminated soil & water. Req MA degree in a related field; 5 yrs exp in hazardous waste management; strong communication skills; knowledge of the rules & regulations governing the handling of hazardous waste materials; and an ability to make independent decisions. US citizenship required. EOE M/F/H/V

MANAGER, MAINTENANCE & OPERATIONS

Vallero Union School District
P.O. Box 807
Murphys, CA 95247
209/728-3476

Attn: Personnel Office

\$19,760-25,480/yr DOE/DOQ, plus medical, dental & life ins. Call for more info or send resume; apply by 4/1. Supervise maintenance & operations personnel, recommend department policies & procedures, and prepare annual budget. 40 hrs/wk plus on-call. School district is located at the foot of the Sierra Mountains. Requires 2 yrs building & equipment maintenance exp or 2 yrs supervisory exp in maintenance & operations. Must pass a district-administered high school proficiency exam. AA/EOE

OPERATIONS MANAGER

California Building Maintenance
5502 Dwight Avenue, Suite A
San Jose, CA 95118
408/723-3262

Attn: Brian Shisler / Owner

Salary based on negotiable percentage of net profit, plus medical insurance. Call for appt or send resume. RTJJ. Responsible for scheduling all jobs, supervising 30-35 people, and reporting employee attendance. Hrs 6pm-3am Mon-Fri. One of San Jose's fastest growing maintenance companies offers advancement opportunities. Must be fully experienced in building maintenance and able to generate bids as needed. Req supervisory abilities and good verbal & written communication skills. EOE

When an employer requests that you "apply in person" (without phoning for an appointment), arrive early enough in the day to allow time for multiple interviews, tests, or other hiring procedures that may be required.

SUPERVISOR - JANITORIAL

Reliable Building Maintenance
2992 Spring Street, Suite A
Redwood City, CA 94063
415/361-1720

Attn: Bill Purviance / Operations Manager

\$1500+/mo DOE + health & life ins after 90 days. Call for appt or more info (have refs & salary history/reqs ready). RTJJ. Supervise 25 people in all janitorial duties; perform building inspections (20 bldgs) to ensure quality control & contract specifications; and handle hire/fire of personnel, on-the-job training, and payroll. Hrs 4:30pm-1:30am M-F. Company svcs residential, industrial & commercial bldgs. Requires 3 yrs supervisory exp in janitorial field, ability to interact with employees & public, good driving record, DMV printout, and CDL. Prefer bilingual (Spanish). US citizenship required. AA/EOE



Construction/ Building Trades

Stephen
J. Short
& ASSOCIATES, INC.

ARCHITECTURE AND PLANNING

CONSTRUCTION ADMINISTRATOR

Stephen J. Short & Associates
2602-B Marconi Avenue
Sacramento, CA 95821
916/488-3795

Attn: Mr. Delmendo

Salary commensurate with exp, plus xint benefits immediately upon hire; profit sharing after 1 yr. Call for more info or send resume. Administer construction contracts; process submittals; pay applications; conduct site visits; prepare bulletins; and expedite change orders, verified reports & other documents with state agencies. Travel required. Hrs 8-5 Mon-Fri. Mid-size architectural firm specializes in working drawings. Req 5+ yrs type I construction admin exp & knowledge of Title 24 and CAC. Must be able to deal with contractors, have a dependable car, and be willing to travel in No. CA & Reno.

DOOR INSTALLER/TECHNICIAN

R & S Erection of Mountain View
1245 Spacepark Way
Mountain View, CA 94043
415/966-1800

Attn: Nancy Gamino / Office Manager

\$9-11/hr DOE, plus excellent benefits provided after 180 days. Apply in person; RTJJ. Install & repair all commercial doors including overhead, roll-up, and automatic. Full-time, 8-4:30 Mon-Fri; must be willing to work overtime when needed. Company is a 24-hr commercial service for automated gate systems, in business 7 yrs. Requires mechanical aptitude, CDL, good DMV printout, and own hand tools. Welding experience desirable but not required. EOE

FIRE SPRINKLER INSTALLER / FOREMAN

Monterey Fire Sprinkler
320 San Benancio Road
Salinas, CA 93908
408/649-1008

Attn: Lea / Owner

\$6-13/hr DOE. Call for appointment; RTJJ. Read installation plans; install & repair fire sprinklers; supervise crews; and coordinate work flow for well-established, growing residential/commercial fire sprinkler company. Hrs 7:30-4 Mon-Sat. Requires 5 yrs experience in field, thorough knowledge of fire code, and good physical condition.

FLOOR COVERING INSTALLER

Frank's Carpets
311 South Main
Alturas, CA 96101
916/233-4422

Attn: Jim Rollins / Owner

Approximately \$25,000/yr. Call between 9-5 Mon-Fri for appt; RTJJ. Prepare floors and install various types of floor coverings at sites within a 100-mile radius. 15-yr-old company has 2 stores Hrs 9-5 Mon-Fri. Requires C-15 state contractor's license. Must be devoted, dependable, and have own tools.

VICE CHANCELLOR / VICE PRESIDENT

Student Affairs &
Community Services

Salary \$77,016/yr
(Subject to increase in 89-90)

Benefits: Health Plan; \$4800 TSA; \$250/mo travel allowance; 27 days/year vacation.

Responsibilities: For leadership and direction of all student, personnel, & community services, including Admissions, Counseling, District-wide Community Services, Financial Aid, etc.

Closing date: April 7th, 1989

Contact: Personnel Services
Rancho Santiago Community
College District
17th Street at Bristol
Santa Ana, CA 92706
(714) 667-3320

AA / EOE

Tracy Community Memorial Hospital

CFO / CONTROLLER

CFO/Controller position now available at this progressive, fast-growing, acute care community hospital. Requires BS degree in Accounting or Business Administration, minimum 3 years hospital financial experience, strong interpersonal skills. Excellent opportunities, benefits, salary commensurate with experience.

Send resume with
references to:

Tracy Community
Memorial Hospital
Personnel Dept
1420 N. Tracy Blvd
Tracy, CA 95376

EOE



Corrugated Foreman

Tharco, a leading packaging manufacturer in the East Bay, needs an experienced Corrugated Foreman to oversee boxmaking operations. Must have exp with like box-making equipment, good oral/written communication skills & demonstrated leadership capabilities. We offer a competitive wage & benefit package.

If qualified, apply in person
10 am-2 pm or send resume to:

THARCO
2222 Grant Avenue
San Lorenzo, CA 94550

No phone calls please.

EOE M/F/H

Production Manager Trainee

Simmons Company, an
international manufacturer of bedding, is
seeking a Production
Manager Trainee.

Bachelor's degree in a
related field is required.
Supervisory experience
is a plus but not required.
Send resume to:

Personnel Manager
SIMMONS COMPANY
1700 Fairway Drive
San Leandro, CA 94577

EOE

FOREMAN FENCE INSTALLER

AAA Fence
2746 Scott Boulevard
Santa Clara, CA 95050
408/727-5465
Attn: Scott Hutchings / President
\$10-15/hr DOE/DOQ. Apply by mail or phone.
RTJJ. Install chain link fence, supervise co-workers, and work with customers to satisfy their particular needs. Full-time opportunity with this 10-yr-old South Bay firm. Hrs 7-4 Mon-Fri. Must have 3-5 yrs exp as foreman for fence installation and a clean driving record.

HVAC INSTALLERS

Mays Sheet Metal
2972 Anderson Way
Placerville, CA 95667-4795
916/622-3891
Attn: Vivian or Lee
Hourly wage DOE. Call for more info or apply in person. Heating & air conditioning company, with 35 yrs in business, seeks individual to install heating & air conditioning units in commercial and new residential buildings (some fabricating bench work involved). Full-time Mon-Fri. Req 3 yrs HVAC installation experience and exp hanging gutters & downspouts. Must have own tools and be dependable & reliable. EOE

JOURNEY-LEVEL GLAZIER

Classic Glass Company
917 Water Str
Santa Cruz, CA 95062
408/426-3675
Attn: David Rasmussen / Owner
\$14-15/hr DOE, plus benefits (to be discussed). Submit written application detailing experience and DMV printout or call for appt. RTJJ. Install glass plastics & mirrors in residential & commercial buildings. Hrs 8-5 Mon-Fri. Well-established, growing company, in business since the 1930s, installs glass in cars, houses & offices (including Tiffany, stained, & custom orders). Must be neat, clean, punctual, professional, and able to deal with the public. Prefer 5 yrs exp as glazier. EOE

LANDSCAPE MAINTENANCE AREA SUPV

Shimada Landscape, Inc.
239 Commercial Street
Sunnyvale, CA 94086
408/733-3330
Attn: John Maria / Operations Manager
\$10-11/hr DOE, plus vacation, sick leave, and medical/dental insurance after 90 days. Send resume or apply in person. RTJJ. Oversees 6-8 landscape maintenance crews servicing industrial accounts, and serve as a client contact person, responsible for crew coordination and work completion. Hrs 6:30-3:15 Mon-Fri. 50-person firm, in business since 1949, currently has approximately 60 industrial accounts. Prefer college degree and 6+ yrs landscape maintenance experience. Must have right to work. EOE

OFC PARTITION INSTALLER / CREW CHIEF

John Ruth Corporation
2175 Stone Avenue, Suite 9
San Jose, CA 95125
408/295-7700
Attn: Diana Callahan / Vice President
\$10-15/hr DOE/DOQ, plus 1 wk vacation, 7 paid holidays, and medical & dental ins after 90 days. Call for more info (8-5 Mon-Fri), apply in person, or file employer application. RTJJ. Oversees, service & install modular office partitions. Req frequent travel in company car. 40+ hrs/wk, Mon-Fri (frequent overtime). Sole proprietorship specializes in design specification and installation services. Req 1 yr exp as a crew chief. Req CDL & DMV printout. Must be a team player, comfortable with the supervisory task. Blueprint reading exp a plus. Right to work required. AA/EOE M/F/H/V

PROJECT SUPERINTENDENT

Pacific Union Builders
P.O. Box 25353
San Mateo, CA 94402
408/867-2603 or 867-2655
Attn: Duke Wall / Owner
\$36,000-60,000/yr negotiable DOE. Send resume, RTJJ. Project superintendent for multi-unit residential construction jobs in peninsula area needed by March. Work Mon-Fri or as projects require for this stable, 9-yr-old Bay Area builder. Req current contractor's license and minimum 10 yrs experience in construction management. Must have good supervisory skills and be reliable & responsible. EOE

SENIOR ELECTRICAL ESTIMATOR

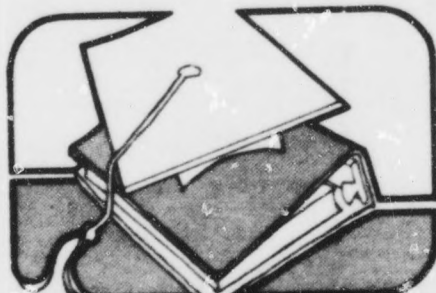
Harold E. Nutter Inc.
Sacramento, CA 95841
916/334-4343 (day) or 786-6225 (eve)
Attn: Norm Nutter
Competitive salary DOE. Call for more information. Bid & administer electrical projects up to \$2 million. Full-time. Aggressive, established electrical contracting & engineering firm requires solid field background in all types of commercial work and ability to perform above duties.

Learn from the mistakes of others; you may not live long enough to make them all yourself.



SENIOR HOUSING REHABILITATION SPECIALIST

San Joaquin County
24 South Hunter, Room 106
Stockton, CA 95202
209/944-2541
Attn: Personnel Office
\$2876-3496/mo plus benefits. Call for more info; file county app by 3/24. As a lead worker in the neighborhood preservation division, assign & participate in housing inspections, application intake, loan processing & program maintenance. 40 hrs/wk. Requires ICBO combination inspector certificate, valid CDL, and 4 yrs experience as an inspector for a public agency in residential, commercial & industrial construction inspection OR 6 yrs journey-level carpenter, plumber or electrician exp (2 yrs supervisory). May sub coursework in building tech, civil mechanics, electrical engr, or related field for 2 yrs exp.



Education/Training

ECE INSTRUCTORS (2)

Los Rios Community College District
American River & Cosumnes River Colleges
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$25,022-38,171/yr depending on units & degrees completed at accredited college/university. xint bts. Call/visit (7:30-2 Mon-Fri) for info & district app. file by 3/15. Assignment will be selected from full range of ECE course offerings. Develop new courses & programs. Full-time tenure-track position; hrs depend on class schedule. 3-campus district has approx 45,000 students. Req CA community college instructor credential in ECE (or eligibility); master's in ECE OR bachelor's in ECE and master's in closely related field by 8/18; and experience working directly with preschoolers in an educational setting. AA/EOE

TEACHERS

- Bilingual (Spanish)
- Science/Math- (7-8) Dept'd
- Art- (7-8) Departmentalized
- Fifth Grade- Self-contained
- Second Grade- Self-contained
- Kindergarten- Self-contained

Salary range: \$22,900-39,000/yr
Excellent benefits for employee and dependents. Positions open until filled.

To apply, call for District application:
Martin Petersen, Superintendent
Waterford Elementary School District (K-8)
12420 Bentley St / P.O. Box 270
Waterford, CA 95386
(209) 874-1809

ECONOMICS INSTRUCTOR

Los Rios Community College District
Sacramento City College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$25,022-38,171/yr depending on units & degrees completed at accredited college/university; excellent benefits. Call or visit Personnel Office (7:30-2 Mon-Fri) for info and district application; file by 3/22. Teach general courses in micro & macroeconomics and economics statistics; may involve business or management courses. FT tenure-track position; hrs depend on class schedule (may include evening courses). Requires master's in economics OR bachelor's in economics and master's in business admin by 8/18. AND CA community college instructor credential in economics (or eligibility). AA/EOE

HUMANITIES INSTRUCTOR (temporary)

Los Rios Community College District
Sacramento City College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$25,022-38,171/yr depending on units & degrees completed at accredited college/university; xint benefits. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/27. Assignment includes classes in classical & modern humanities and Greek & Roman mythology in art, literature & music. FT temporary position; hrs depend on class schedule (may involve evening classes). 3-campus district has approx 45,000 students. Requires master's in humanities, OR bachelor's in humanities and master's in English or closely related subject by 8/18. AA/EOE

INSTRUCTIONAL ASSISTANT - ESL/FOREIGN LANGUAGE

Los Rios Community College District
American River College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$1628/mo plus excellent benefits. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Assist certified staff with instructional duties. Hrs 8-4:30 Mon-Fri. 3-campus district has approximately 45,000 students. Requires 2 yrs college with emphasis in English, ESL, or behavioral studies; and 1 yr tutoring, instruction, or work experience related to students of English as a second language. AA/EOE

Foothill-De Anza Community College District, in the San Francisco Bay Area, invites applications for the following faculty and management positions for the 1989-90 academic year. We offer an outstanding instructional environment in addition to an exceptional benefits program.

DE ANZA CAMPUS:	FACULTY	DEADLINE
Art		03/10/89
Asian Studies / Asian-American Studies		03/31/89
Astronomy		04/28/89
Automotive Technology		03/27/89
Counseling		03/15/89
English / Writing Composition		03/27/89
ESL		03/22/89
German		04/04/89
Learning Disabilities Specialist		04/07/89
Math		04/13/89
Nursing		03/13/89
Physical Education / Women's Basketball Coach		03/10/89
Quality Assurance		04/18/89
Teacher, Child Development		03/14/89
MANAGEMENT		
Associate Dean of Instruction, Adjunct Faculty and Evening College		04/14/89
Dean of Administrative Services		04/17/89
FOOTHILL CAMPUS:	FACULTY	DEADLINE
Adaptive Physical Education		03/30/89
Adaptive Physical Education / Lifelong Learning Exercise		04/12/89
Counseling		03/31/89
CIS - Computer Applications		04/05/89
CIS - Computer Sciences		04/05/89
CIS - Travel Careers		03/24/89
Computer Information Systems		04/12/89
Corporate Fitness / P.E. Coach		04/11/89
Dance		04/06/89
Drama		04/05/89
English		04/03/89
English		03/23/89
German / ESL		03/28/89
Instructional Program Coordinator/ Instructional Services		03/20/89
Lifelong Learning (Older Adults)		04/28/89
Computer Program		03/30/89
Physical Education Program		04/14/89
Music		03/15/89
Librarian		
MANAGEMENT		
Assistant Dean - Summer, Evening & Weekend Programs		03/30/89
Associate Dean of Administrative Services		04/03/89
Associate Dean of Instruction		03/29/89
Division Dean of: Business and Social Science		04/06/89
Computer Information Systems		03/28/89

Applications may be obtained from: Employment Services, Foothill-De Anza Community College District, 13345 El Monte Road, Los Altos Hills, CA 94022. (415) 960-4529. A resume or vita may not be substituted for a complete application. Women, Minorities, the Physically Handicapped and Vietnam Veterans are strongly encouraged to apply. AA/EOE

Solano Community College District invites applications for the following full-time certificated positions:

- Instructor Business
- Instructor Fire Technology
- Instructor Mathematics
- Instructor Shipbuilding
- Instructor Nursing / Medical/Surgical
- Instructor Pediatrics
- Instructor Nursing Psychiatric

Offer of employment contingent upon state funding for the following positions:

- Instructor English
- Instructor Physical Education/Basketball Coach

Starting dates will be August 16, 1989, except Shipbuilding which will be August 14, 1989.

Contractual conditions:

- 175 work days
- Minimum entry salary \$22,587
- Maximum entry salary \$38,535

Placement on schedule is contingent upon qualified educational preparation and teaching / work experience.

A Doctoral Stipend \$1300

District-paid insurance plan, medical, dental and life insurance plans for employee and dependents.

Application deadline: April 4, 1989

To receive detailed job announcement describing position responsibilities, minimum qualifications, application procedures, selection process & other pertinent information, call or write:

Personnel Office

Solano Community College District
4000 Suisun Valley Road
Suisun, California 94585
(707) 864-7128

All application documents must be received on or before closing date (postmarks not accepted).

Expenses related to application and interview are the responsibility of the applicant.

The College, on a 192-acre campus, is located in the Suisun Valley near Fairfield, halfway between San Francisco and Sacramento. Present College enrollment is 10,000.

Solano is the fastest growing county in the San Francisco Bay Area.

AA / EOE



S.O.L.A.N.O C.O.M.M.U.N.I.T.Y C.O.L.L.E.G.E

GOVERNMENT JOBS

\$16,040 - \$59,230/yr.

Now Hiring

(805) 687-6000

Ext. R-2626

for current Federal list

INSTRUCTIONAL ASST - READING LAB (PT)

Los Rios Community College District
American River College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$9.40/hr. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Assist certificated staff with instructional duties. PT, 4:30-9:30pm Mon-Thu (subject to change, depending on class schedule). 3-campus district has approximately 45,000 students. Requires 2 yrs college with emphasis on reading skills, and 1 yr tutoring, instruction, or work experience related to reading. AA/EOE

INSTRUCTIONAL ASSISTANT - WRITING/ENGLISH SKILLS (part-time)

Los Rios Community College District
American River College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$9.40/hr. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Assist certificated staff with instructional duties. 20 hrs/wk, 4:30-9:30pm Mon-Thu (subject to change depending on class schedule). 3-campus district has approximately 45,000 students. Requires 1 yr tutoring, instruction, or work experience related to reading/writing, and completion of 2 yrs college with emphasis on reading/writing or English language skills. AA/EOE

When you set goals for yourself, they work in two ways: you work on them and they work on you!

INSTRUCTOR - NURSING

Rancho Santiago Community College District
17th Street at Bristol
Santa Ana, CA 92706
714/667-3320
Attn: Personnel
\$24,237-48,845/yr plus xint bfts. Call/visit for app; file resume & app by 3/21. Teach lecture & clinical courses in the RN program (may involve off-campus locations); perform professional tasks in student advisement, curriculum design & evaluation; keep current in subjects; perform related duties. FT, day or eve hrs. Req master's in nursing from accredited college/univ; current state RN lic. CA community college instructor credential in nursing (or eligibility); clinical med/surg & psych nurse exp and 1 yr direct care nurse exp. Pref master's in psychiatric nursing and community college teaching exp. AA/EOE

LH/SH HANDICAPPED CREDENTIALLED TEACHER

Serene Community School
4625 25th Avenue / P.O. Box 2387
Sacramento, CA 95811
916/454-0668
Attn: D. Revels / Principal
\$20,000-27,000/yr (negotiable) DOE/DOQ. + sick leave/vacation/holidays & medical/dental/vision ins after 6 mos. Send resume. Provide training, instruction, assistance, guidance & supervision in academics, self-help, independent living, and social & communication skills to LH (learning handicapped) & SH (severely handicapped) adults & children, ages 10-22 (non-graded classes). 40 hrs/wk (classes from 9-3 Mon-Fri). 10-yr-old school has 35 students & a staff of 10. Req LH or SH credential (if working on credential, you may obtain emergency certificate). Must be self-motivated. PE background helpful.

Failing to plan is planning to fail

MATHEMATICS INSTRUCTOR (2)

Los Rios Community College District
Cosumnes River & Sacramento City Colleges
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$25,022-38,171/yr depending on units & degrees completed at accredited college/univ; xint bfts. Call/visit Personnel Office (7:30-2 Mon-Fri) for info & district app; file by 3/20. Teach developmental math (arithmetic & pre-algebra) or assignment could include all college levels of math. FT tenure-track position; hrs depend on class schedule. Req CA community college instructor cert in math (or eligibility) AND master's in math or math teaching exp or bachelor's in math and master's in closely related field. Ability to use computers as a teaching tool useful. AA/EOE

NURSING INSTRUCTORS (2)

Los Rios Community College District
American River & Sacramento City Colleges
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$25,022-38,171/yr depending on units & degrees completed, plus xint bfts. Call or visit personnel office (7:30-2 Mon-Fri) for info and district app; file by 3/23. Teach in associate degree nursing program. FT tenure-track at ARC teaches 4th-semester courses emphasizing crisis intervention. 80% temp (Fall '89) at SCC teaches 3rd-semester clinical practice relative to med/surg patients (severe pathophysiological & patho-psychological stresses). Req current valid Calif RN lic and CA community college nursing instructor credential (or eligibility). Must have FT exp in direct patient care. AA/EOE

PHOTOGRAPHY INSTRUCTOR

Los Rios Community College District
Cosumnes River College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$25,022-38,171/yr depending on units & degrees completed at accredited college/univ; excellent benefits. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/31. Teach all aspects of photography with special emphasis on commercial work. Full-time, tenure-track position; hrs depend on class schedule. 3-campus district has approx 45,000 students. Requires master's in photography OR bachelor's and min 2 full yrs commercial photography exp by 8/18. AND CA community college instructor credential in photography (or eligibility). AA/EOE

PUBLIC SAFETY COMMUNICATION INSTRUCTOR (2)

City of San Jose
Employment Office, Room 207
801 North First Street
San Jose, CA 95110
408/277-4462
Attn: Bob Turk / Senior Personnel Analyst
\$40,668-49,416/yr DOE, plus retirement plan and medical/dental & life insurance. File city application. Responsible for entry-level & ongoing training of police & fire dispatchers. 40 hrs/wk. Requires HS diploma or equivalent courses in training or teaching techniques; 3 yrs public safety dispatching experience at a supervisory level; 60 hrs recent teaching exp in public safety dispatching; and a valid CDL.

Director - Dental Auxiliary Programs

HAYWARD CAMPUS
Salary: \$32,136 - \$36,396 depending on education and exp. Apply by April 14, 1989 to begin September 5, 1989.
Requires: Doctor's Degree in Dentistry, current CA license to practice Dentistry, and a minimum of 2 years clinical dental practice experience.

CHABOT COLLEGE

25555 Hesperian Blvd
Hayward, CA 94545
(415) 786-6244

DIVISION CHAIRPERSON HEALTH SCIENCES

Full-time / 12-month position. \$56,555 - \$62,386/yr
Minimum Qualifications: Master's Degree, Community College Instructor and Supervisor Credentials, eligibility for California RN license.

COMMUNICATION SKILLS INSTRUCTORS

Specializing in: Reading, ESL, English, Speech

Four positions. \$29,168 - \$40,238/yr
Minimum Qualifications: Master's Degree; Community College Instructor Credential; experience teaching basic skills reading, language development, literature, composition, English as a Second Language, or speech.

The College is located in Central California about 45 minutes south of downtown Sacramento, and serves approximately 20,000 day and evening students.

Deadline for applications: March 31, 1989



Affirmative Action / Equal Opportunity Employer

For more information contact:

Personnel Services
San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA 95207
(209) 474-5056

Courage is like a kite - a contrary wind causes it to rise.



Los Angeles County
Office of Education

SPECIAL EDUCATION TEACHERS

Los Angeles County Office of Education
9300 East Imperial Highway, ECE Room 102
Downey, CA 90242-2890
213/803-8382
Attn: Personnel Services
\$21,954-33,748/yr DOE/DOQ (10-12 month contract avail) + medical, dental & life ins and STRS. 183-day work year. Call or write for county app; open filing. County Office of Education is accepting applications for Special Education Teachers, Speech Specialists, Adaptive Physical Education (APE), and substitute teachers for special education, juvenile court & community schools. Positions located throughout LA County. Hrs 8-5 Mon-Fri. Requires a bachelor's degree, teaching credential, and possession/eligibility for CA teaching credential in program/specialty assigned. Experience desired but not required.

YOU TOO CAN ATTEND COLLEGE!
All Expenses Paid

For details, call one of our counselors today!

Ellis Dow Associates
(916) 456-9757

**TEACHER**

FamiliesFirst, Inc.
502 Mace Boulevard, Suite 8
Davis, CA 95616
Attn: Teacher
\$27,000-33,000/yr DOE/DOQ, plus paid holidays & sick leave and medical/dental, life, vision & disability insurance after 3 mos. Send resume. Teach general academic subjects at a Non-Public special education school serving severely emotionally disturbed boys, ages 10-14. Position coordinates with residential & clinical staff. 6-10 children per room; 1 teacher's aide per class. Hrs 8:30-4:30 Mon-Fri; 220 days/yr. Requires Calif LH (learning handicapped) credential. EOE

TEACHER - LANGUAGE, SPEECH & HEARING

Calaveras County Schools
373 South Main Street / P.O. Box 760
Altaville, CA 95221
209/736-4662
Attn: Personnel Office
\$22,400-37,050/yr DOE/DOQ (will accept up to 12 yrs exp on salary scale) plus full benefits package (employee & dependents); mileage & gas paid or county van provided. Call for more info & application. Prepare & implement special programs for students (on a pull-out basis) as an itinerant teacher; travel to 1-3 sites. PT 2 days/wk or FT temporary (to complete school yr). County office serves a tri-county consortium of Calaveras, Amador & Tuolumne. Req CA Clinical Rehab credential & CA Language, Speech & Hearing credential. AA/EOE

TEACHERS (part-time)

Bright Beginnings
330 Golden Hinde
Corte Madera, CA 94925
415/924-1677
Attn: Laura/Director or Gayle/Office Asst
\$67.50/hr plus health insurance, vacation, holidays, and sick leave (totaling 5 wks/yr paid time off). Call for appointment; RTJJ. Plan & implement classroom lessons and activities for infant to pre-kindergarten-age children (age depends on assignment). PT, 6-8 afternoon hrs/day. Licensed for 140 children, ages 3mos - 7yrs. Requires minimum 6 ECE units. Some experience working with children preferred.

TEACHERS OF INFANTS & PRESCHOOLERS (3 part-time)

Southwest YWCA
13500 Quito Road
Saratoga, CA 95070
408/370-1877
Attn: Diane Anderson / Childcare Director
\$475-625/hr plus free YWCA membership, program discounts, and retirement plan after 1000 hrs of service. Call for appt or send resume; RTJJ. Supervise 12 preschoolers and 4 infants; submit weekly lesson plans in academic & social skills for preschoolers. 28 hrs/wk; mornings & afternoons avail. California's largest childcare provider also has 6 after-school programs at elementary schools. Requires 12 units ECE (may be completing final 6 units). Must be dependable & flexible and work without constant supervision. Preschool teaching experience a plus. EOE

FUTURE TEACHERS

The Science Credential Intern Program offers innovative training with financial support for those wishing credentials in physical and/or life and physical science during 1989-90.

Contact:

Division of Education
University of California
Davis, CA 95616

(916) 752-0757

**KIDS ON KAMPUS**

✓ CENTER DIRECTORS
✓ TEACHERS
✓ TEACHERS' AIDES
✓ SUBSTITUTE TEACHERS

NEEDED FOR A NON-PROFIT CHILD CARE ORGANIZATION
6 STOCKTON LOCATIONS
14 SACRAMENTO LOCATIONS

Salary DOE + benefits. Must have ECE units or equivalent education determined by community care licensing.

Submit resume to:



KIDS ON KAMPUS

Attn: Personnel
2701 K Street, Suite 3
Sacramento, CA 95816



La
Petite
Academy

Child Care Director/Teachers

The nation's finest preschool and child care provider is now seeking career-minded individuals who enjoy working with children and would like the opportunity to advance in the child care field.

Our benefit package includes a competitive wage, based on 12 ECE units, health and dental co-paid by the company, paid holidays, paid sick and vacation days, free and/or reduced rate child care, on-site training programs and educational reimbursement.

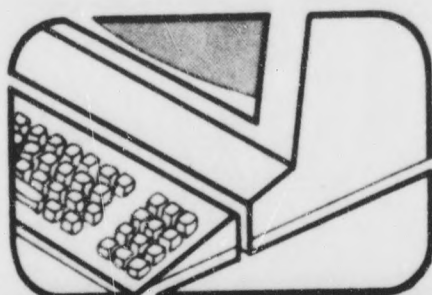
Come grow with us at any of our Northern California locations:

Antioch	Modesto	San Ramon
Concord	Napa	Santa Rosa
Sacramento Area	Pittsburg	Vallejo
Fresno	Pleasanton	Varadero
Lodi	Rancho Cordova	
Merced	Rohnert Park	

La Petite Academy, Inc., Divisional Office
1864 Cabana Drive, San Jose, CA 95125
(209) 368-0303

TEACHER INTERNSHIP (part-time)

The Adult Development Center
2331 St. Mark's Way
Sacramento, CA 95864
916/873-1943
Attn: Sue Burger / Director
\$100/mo stipend and paid tuition at the Univ of the Pacific. Submit resume or call for app. Earn MA degree and teaching credentials in Special Education while working with developmentally disabled adults. PT, 26 hrs/wk. Req BA degree in a related field, exp with developmentally disabled adults, and behavior modification skills. Applications are now being accepted for the May & August 1989 sessions.



Electronics/ Data Processing

COMPUTERIZED MILL PROGRAMMER

Du All Precision
49117 Milmont Drive
Fremont, CA 94358
415/651-8108
Attn: Allen Heller / Manager
\$10-15/hr DOE, plus medical/dental/life ins provided after 180 days. Call for more info: RTJJ. Program computer numeric controlled mills with FANUC design control using FADAL language. Hrs 7-3:30 Mon-Fri. Precision job shop manufactures precision machine parts, electronic parts, framings & housings. Some FADAL programming experience required. EOE

ELECTRONICS TECHNICIAN

University of California
Office of the President
300 Lakeside Drive, 9th Floor
Oakland, CA 94612-3550
Attn: Personnel Services (#2-19)
\$2256-2590/mo DOE/DOQ + xint bfts. Send resume by 3/10. Install, test & maintain phones/phone systems/bldg wire plant; maintain software & inventory; assist w/ inter-campus data facilities and planning & generation of performance reports and info databases. Hrs 8-5 Mon-Fri + occasional off-hrs/weekends/travel. Req 2 yrs college with major in electronics tech and 3 yrs related exp (or equiv combination); exp with phone & digital switch programming, PC use as a diagnostic tool & to maintain records, and data communications installation/testing; professional oral/written skills; CDL; and ability to lift 60 lbs. AA/EOE



SENIOR PROGRAMMER S/38 - AS/400

City of Oakland is recruiting experienced programmers for the following areas.

◆ Financial Applications

Will be responsible for providing modifications and enhancements to the Budget Development and Financial Management Systems. Requires BA/BS degree; 3 years exp in Systems Analysis & design and COBOL. S/38 experience preferred.

◆ Technical Services

This is a technical support position with heavy involvement in S/38 and AS/400. Installation, communication networking, configuration, tuning and the development of operational standards and procedures. Requires BA/BS degree; 3 years RPG III or COBOL exp with S/38 communications including: APPC, DDM, QSNADS & X.25.

For additional information, contact Lavern Scott at: (415) 273-3903 or employment information at (415) 273-3526.

DEADLINE: March 24, 1989

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information
CITY OF OAKLAND
Personnel Department
1417 Clay Street, Room 136
Oakland, CA 94612
(415) 273-3111

AA EOE

The Right "Carrot" is the Key to Motivation

by Arthur R. Pell, Ph.D.



"I often went fishing up in Maine during the summer. Personally, I am very fond of strawberries and cream, but I found that for some strange reason, fish prefer worms. So when I went fishing, I didn't think about what I wanted. I thought about what they wanted. I didn't bait the hook with strawberries and cream. Rather I dangled a worm in front of the fish and said: 'Wouldn't you like to have that?' Why not use the same common sense in fishing for people?"

- Dale Carnegie in "How to Win Friends and Influence People"

One of the most common errors people make in dealing with others is to assume that the other person wants what they want out of their relationships, their jobs, their lives. People differ one from the other and just because you are enthusiastic about something is no assurance that others share your enthusiasm.

Supervisors carry this fallacy into the way they attempt to motivate their people. Some of the more frequently occurring misunderstandings of motivational approaches are money, opportunity, and challenge. Any or all of these may motivate some of your people, but to assume that they are desired by all can be misleading.

Money as a Motivator

The sales manager was perplexed. "Our company has one of the best incentive systems in the business for its sales people," he commented, "yet most of our sales force are earning much less than they could. Why don't they stretch to get the money that is theirs for the taking?"

This problem has been faced by managers as long as incentive systems have been in existence. The money is there, but the people do not reach out to get it. Each of us has only a finite amount of time, energy, and emotion. In order to make the additional money offered by the incentive plan, we must give more of this time, energy, and emotional commitment to the job. Consciously, or more likely subconsciously, each of us analyzes how much of this limited time, energy, and emotion we are willing to take away from other aspects of our lives - from our family, from our social life, from our religious activities - to give to the job in order to make the additional income. Often - perhaps, more often than not - we are not willing to give up any of these other aspects of our lives that mean so much to us in order to make more money.

Of course, some people are more motivated by money than others. Each of us has established a standard of living which governs the level of our need for money. Sure, everybody would like to make a few more dollars - if it wasn't necessary to stretch too hard to earn them. However, once the standard established for themselves is reached, most people will not sacrifice other facets of their lives for increased income.

Opportunity as a Motivator

"Everybody wants to get ahead. That's the American way." Are you sure? A well-known consultant in the field of motivation posed this

There is no universal motivator. Many approaches are needed, each tailored to the individual. That is what makes the job of a manager so challenging - and so rewarding when it is done well.

situation to the participants in over 100 seminars he conducted throughout the United States in 1987 and 1988: "If you were told by your company that if you would render an outstanding performance for the next six months, you would receive a promotion, how many of you would commit yourself to this additional work in order to obtain that advancement?"

On a national average, less than 30 percent of those surveyed indicated that they would try. Does this mean that opportunity does not motivate people? Of course not. Opportunity is an excellent motivator for those who desire it. But as everybody does not want advancement, offering it to them as a motivator is the same as offering strawberries to the fish.

Challenge as a Motivator

Most people like to meet and beat challenges. If we can challenge a person on the job, it should motivate them to do more or better work. But, as in the other areas we discussed, not always.

Some people fear challenge and it acts as a demotivator. Many sales organizations run contests to stimulate sales. For those of you who are not familiar with sales contests, be aware that a good sales contest is not one in which the person who makes the most sales wins. Such contests are biased in favor of the people who are currently top producers. In order for companies to motivate the less successful salespeople to produce more, the contest must be designed so that anybody can win. This can be done in a variety of ways.

Dr. Sonia Altschuler, an industrial psychologist, studied several of these contests and found that often 20 to 30 percent of the sales force did not participate in the contest. When she asked them why, the typical response was: "I didn't think I could win." As the contest was designed so that anybody would win, this was not the true reason. Deeper evaluation uncovered that many were afraid of contests. They were concerned that losing the contest would make them feel bad about themselves, so by not trying, they did not lose self-esteem.

To assure that a challenge will motivate the participants, ascertain how they feel about the specific challenge and, by orienting the challenge to their needs, it may convert the negative to a positive.

Look for Individual Differences

People differ from each other and what motivates one may not motivate the other. You can't catch fish with strawberries. Indeed, all fish will not be enticed by worms. You need flies to catch trout. Take the time to learn what motivates your people. Talk to them. Listen when they respond. Learn their likes and dislikes. Observe the way they act and react.

You may find that Claudia is a very creative person. This is important for you to know. If you want to motivate Claudia, the best way is to appeal to her creativity. Offer her an opportunity to use this creativity and she will respond with enthusiasm - with the resultant increase in productivity.

You may learn that Richard is a very sensitive person. By being conscious of this sensitivity you can develop motivational approaches that will reach Richard.

There is no universal motivator. Many approaches are needed, each tailored to the individual. That is what makes the job of a manager so challenging - and so rewarding when it is done well. We can get the best from our people, if we take the time and the effort to know what each of them desires and develop our motivational programs to help them reach those desires.

INSTRUCTIONAL ASSISTANT - MICROCOMPUTER LAB (PT)

Los Rios Community College District
American River College
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Faculty Recruitment Section
\$9.40/hr plus excellent benefits. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Assist certificated staff with instructional duties. 20 hrs/wk. 4:30-9:30pm Mon-Thu (subject to change depending on class schedule) 9 mos/yr. 3-campus district has approx 45,000 students. Requires completion of an AA degree and 1 yr exp using microcomputer & standard software application packages. AA/EOE

**Recruitment advertising
that gets results.**

**JOB JOURNAL Classifieds
(916) 925-0800**

MICROCOMPUTER SYSTEMS SPECIALIST

Los Rios Community College District
District Office
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Classified Recruitment Section
\$2290/mo plus excellent benefits including 4 wks vacation and 17 paid holidays. Call or visit Personnel Office (7:30-2 Mon-Fri) for information and district application; file by 3/17. Design, modify, install, maintain & evaluate microcomputer software. Hrs 8-4:30 Mon-Fri. 3-campus district has approximately 45,000 students. Requires 4 yrs college and/or experience in electronic data processing systems study, design & programming; experience should include evaluation & use of microcomputer hardware & software. AA/EOE

PRODUCT SUPPORT REPRESENTATIVE (2)

Power Up Software Corporation
2929 Campus Drive
San Mateo, CA 94403
415/345-5900
Attn: Joy Mar / Human Resources Director
Up to \$32,000/yr plus medical ins immediately, dental ins after 30 days, life ins, and profit-sharing benefits. Send resume. RTJJ. Provide technical support on the phone for PC software and instruct how to use. Flexible hrs Mon-Fri; some overtime (exempt). Private manufacturing software company has been in business 3 yrs and sells to both the business & private sector. Req 1 yr technical product support background and teaching exp. Must have good oral & written skills, be able to work in a small team environment, and be self-directed. EOE

PROGRAMMER ANALYST

Los Rios Community College District
District Office
1919 Spanos Court
Sacramento, CA 95825
916/920-7912
Attn: Classified Recruitment Section
\$2476/mo plus excellent benefits including 4 wks vacation and 17 paid holidays. Call or visit Personnel Office (7:30-2 Mon-Fri) for info and district application; file by 3/17. Act as lead programmer for complex projects and perform systems analysis & design functions. Hrs 8-4:30 Mon-Fri. 3-campus district has approx 45,000 students. Req bachelor's degree in math, computer science or related field, and 2 yrs exp equivalent to programmer II (exp should include designing, modifying, installing & evaluating computer software). Add'l qualifying exp may sub for education on a yr-for-yr basis. AA/EOE

**ASSOCIATE PROGRAMMER
S/38 - AS/400
Salary: \$2325 - 3006/month
City pays PERS**

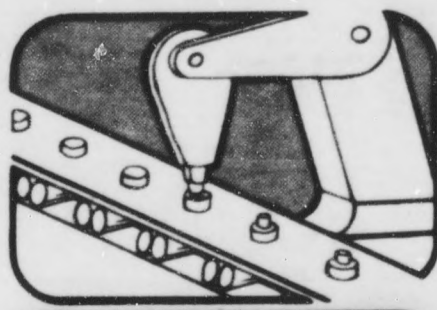
The City of Oakland seeks qualified applicants on AS/400 for the position of Associate Programmer. The incumbent will provide support for Payroll/Personnel applications. Req include 2 years of college with courses in data processing, 2 years of increasingly responsible exp programming using RPG III for S/38, exp documenting systems, and exp working with users. For additional information contact Lavern Scott at (415) 273-3903 or Employment Information at (415) 273-3526.

DEADLINE: March 24, 1989

Apply in person (8:30 am to 5 pm, including the lunch hr) or send a self-addressed stamped envelope and an application request to:

Employment Information
CITY OF OAKLAND
Personnel Department
1417 Clay Street, Room 136
Oakland, CA 94612
(415) 273-3111

AA/EOE



Industrial

FABRICATOR - INTERMEDIATE

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
Attn: Kelley Solari
Competitive salary DOE, plus benefits. Send resume. Manufacturer of explosive-actuated devices for the aerospace industry seeks an individual to perform cord fabrication functions using pellet pressers, swagers, draw mills, fabric braidiers, extruders, remote cutters, and other machines & measuring devices. Full-time. Requires high school diploma or equiv and 2 yrs experience.

INSPECTOR - CLASS A

PTM, Inc.
401 East Alondra Boulevard
Gardena, CA 90247
213/532-2451 or 321-9308
Attn: Tony Wilson / Quality Control Mgr
\$15-20/hr DOE, + vacation, holidays, and medical ins after 1 mo. Call for appt/apply in person. RTJJ. Inspect precision aircraft machine parts, landing gear, axles, support braces & bolts (mostly high-heat treated & steel parts and some aluminum parts). Hrs 7-3:30 Mon-Fri (48-50 hrs/wk) + overtime. Precision-machined aircraft parts manufacturer has been in business 19 yrs. Requires minimum 5 yrs hands-on machining exp, knowledge of trigonometry & shop math, and an ability to interpret blueprints, use inspection tools, and do precision first article layout of forgings & castings. AA/EOE

At interviews, have items you wish to present arranged for easy access. This reinforces your image as an organized, polished professional.

MACHINIST (Journey-level)

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
Attn: Kelley Solari
Competitive salary DOE, plus benefits including paid relocation expenses. Send resume. RTJJ. Perform machinist duties with CNC mills, lathes, engine lathes, surface grinders, and hones. Work from blueprints, sketches & layouts for manufacturer/developer of explosive-actuated products for the aerospace industry. Higher-level classification exists on upward progression. Full-time. Must be journey-level machinist with ability to work with minimum supervision. EOE M/F/H/V

**JOURNEYMAN
MACHINIST**

- ◆ Must be capable of doing close-tolerance work.
- ◆ Strong on engine lathe & BRIDGEPORT.
- ◆ May have opening for 2nd year apprentice.
- ◆ Also opening for CNC operator with Mazatrol exp.

Send resume to:
**P.O. Box 435
Reno, Nevada 89504**

Telephone Technician

Experienced telephone technician. TIE and/or MITEL certification a must. Experienced technicians need only apply.

Capital Telephone
(916) 393-2700

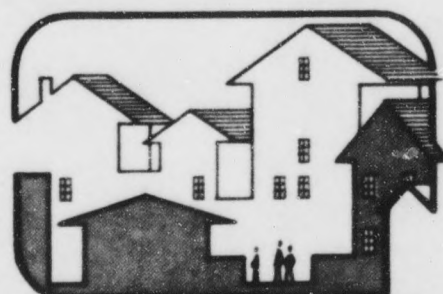
**CAPITAL
TELEPHONE
CO., INC.**
Authorized Dealer, TIE, and Mitel Distributor

MACHINIST

Remco Hydraulics
934 South Main Street
Willits, CA 95490
Attn: Glenda Presley / Personnel Manager
\$8.49-12.24/hr DOE, plus benefits after 30 days. Send resume. Operate a CNC machining center & large conventional lathe. Full-time. Manufacturing firm, in business for 30 yrs, specializes in producing hydraulic cylinders and employs 150. Req experience operating equipment above.

PRODUCTION PRINTER

Silicon Valley Screen Printing
2419 Zanker Road
San Jose, CA 95131
408/954-0250
Attn: Karen Conrad
\$4-7/hr. Apply in person. RTJJ. Operate an automatic silk screening machine, pull a squeegee, and occasionally box & sort products. 11-person shop (which hasn't laid off a single employee since its inception 3 yrs ago) prints textiles, with existing/custom designs, for wholesale. Full-time, day hrs Mon-Fri (plus occasional overtime). Must be able to read, write & speak English. Training provided.



**Insurance/
Real Estate**

**AGENCY OWNER / MANAGER**

Farmers Insurance Group
8035 Madison Avenue, Building B
Citrus Heights, CA 95610
916/966-9088
Attn: Paul Hook or Doug Dillard
Six-figure income attainable within 2nd year. Call today! Seeking successful people to help become more successful. If you're approaching \$25K/yr or above, you're the one we're looking for. Leading US ins company seeks ambitious, independent self-starter to operate own agency, serving as owner/manager. We'll assist you in establishing a client base and provide training to help you develop a successful business. Unique opportunity to be in charge of all phases of agency ops/development. FT, hrs & days depend on desire to succeed. College degree preferred, but not mandatory. This could be the one!

CASUALTY PRODUCERS (2)

Farmers Insurance
2875 Moorpark Avenue, Suite 205
San Jose, CA 95182
408/244-0111
Attn: Gail Troy / Owner
Commission only: \$2000-3000/mo potential income. Call for appt. RTJJ. Leads provided to sell casualty insurance by appt in the San Jose area. Independent contractor for Farmers Insurance. FT or PT, flexible hrs. Must have (or be able to obtain) fire & casualty insurance agent license. Requires own transportation. Must be US citizen.

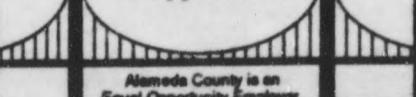
Bridge Superintendent

Alameda County Public Works

Salary: \$4501 monthly

Responsible for maintenance and 24-hour operation of 5 estuary bridges. Supervises staff of 22, inspects complex repairs/modifications. Working knowledge of government/marine operations helpful. Requires 5 yrs exp in the repair of electrical & mechanical equipment, two of which were in a supervisory capacity. Excellent benefit package. Application deadline: 3/31/89.

Contact (415) 670-6387
for application.

**FINANCIAL / PROFESSIONAL SALES**

Paul Revere Insurance Group
1735 North First Street, Suite 310
San Jose, CA 95112
408/280-1400
Attn: Lance Lastinger / Manager
\$50,000 potential 1st-yr income plus superb benefits. Call for confidential interview. RTJJ. Assist clients with financial planning matters, including life, health & disability insurance claims, securities, and investments. Successful candidate will be thoroughly trained on a professional basis to represent this respected financial planning organization. Hrs 8-5 Mon-Fri. Should be goal-oriented, with outstanding communication & sales skills, and have a successful track record.

"The employer generally gets
the employees he deserves."
-Walter Gilbey

INSURANCE COMMERCIAL REP

Personal Perspective
1160 North Dutton, Suite 160
Santa Rosa, CA 95401
707/576-7653
Attn: Carolyn Silvestri / Owner
\$21,000-26,000/yr (commission negotiable), plus medical/dental ins available. Send resume (no walk-ins please). RTJJ. Service existing accounts & develop new ones. Inform clients of new products and current standards of property & casualty insurance. Some travel in the Santa Rosa area. Hrs 8-5 Mon-Fri. Consulting firm helps small companies recruit & advertise. Must be a team player with a commercial ins license and CDL. Prefer insurance agent exp, property & casualty background, knowledge of current products, IBM or compatible computer exp, and good communication skills. EOE

INSURANCE SALESPERSON

NAPE
801 Riverside Boulevard
Roseville, CA 95678
916/786-3791
Attn: Patrick or Daren / Recruiting Mgrs
Commissioned sales: six-figure income potential (no charge-backs). Immediate vesting. Call for appt. Sell superior insurance products for an 'A+' national corporation expanding its Sacramento area marketing staff. FT position; hrs to be discussed at interview. Free verified leads provided. Opportunity to move into management. Must have sales experience and a desire to earn a six-figure income. If you are a professional closer and don't call, we both lose.



**MANAGE YOUR
OWN AGENCY**

We're looking for ambitious self-starters as agency operators in Solano County. Unlimited income potential. If you're tired of someone else controlling your success, call:

**GARRY D. ROWE
CAREER DEVELOPMENT MGR
(707) 429-5963**

LOAN & INVESTMENT OFFICERS (2)

Towne & Country Mortgage Company
4375 Capitola Road
Capitola, CA 95010
Attn: Paul Costa / President
Commission only (paid weekly); medical/dental, vision & life ins available. Send resume or apply in person. RTJJ. Loan agent will work with non-conforming & hard money loans and trust deed investments. Investment officer will work with claims and short-term, high-yield trust deeds. Full-time, flexible; work own hrs & days. Mortgage company has a 10-yr track record. Requires real estate license, high integrity, good work ethics, CDL, insurance, and some related experience.

LOAN AGENT (2)

Mission City Mortgage
1855 Gateway Boulevard, Suite 240
Concord, CA 94520
415/687-8325
Attn: Brian Allen
\$1750/mo draw against commission (50-50 split) plus \$250 car allowance, vacation, holidays, and paid medical/dental insurance. Phone for appt. Call on real estate agents and RE loan brokers to generate retail & wholesale loans. Full-time; flexible hrs. Mortgage banker, in business since 1986, has offices in Northern & Southern CA. Requires DRE license and minimum 2 yrs conventional RE loan experience (both A & B markets). AA/EOE

When evaluating job offers,
be sure to consider the value
of the benefit package. One
firm might offer a lower salary,
but provide more valuable
benefits.

LOAN AGENTS (6)

Northwest Mortgage
2444 Moorpark Avenue
San Jose, CA 95128
408/293-3085
Attn: Bruce or Laura
50% commission on all sales. Call for appt or send resume. RTJJ. Independent contractor will work in the field with realtors, clients and the public. Duties include taking loan applications, new account development, and follow-up for this growing mortgage lending firm. Full-time, 8-5 Mon-Fri or set own hours. Some leads provided. Requires current (or in the process of obtaining) real estate license and a HS diploma. Must have own transportation.

**Unique Opportunity for
Licensed Agents**

Are you looking for a career with a high income potential (\$25,000-35,000/yr to start), training, unusually good benefits, and good possibility for management?

A Fortune 500 company with over 60 yrs exp has openings for 6-8 sales people due to our successful results and rapid growth.

We need aggressive, ambitious, licensed men & women to sell & service established insurance business accounts with top products. Complete and successful training program, expenses paid.

Advancement opportunity based on merit. Excellent benefits including medical, dental, and profit sharing.

This is a lifetime opportunity.
Licensed agents please
call for appointment:

**Mr. Stan Roach
(916) 427-3912
Sacramento, California**

EOE, M/F

CLAIMS PROFESSIONALS

CIGNA Property and Casualty Companies are seeking a number of Claims Professionals for its Northern California Regional Office in Rancho Cordova. The positions available include the following:

- Senior Claims Representative (Litigation)
- Tele-service Claims Representative (General Liability)

All candidates should possess excellent investigative and negotiation skills, a strong working knowledge of tort/negligence law, bodily injury, and the ability to communicate effectively with insureds and claimants. Candidates with 2-4 years of multi-line claims handling experience may qualify for Tele-service openings. Candidates with 5-8 years of strong commercial litigation handling experience and expertise in construction claims may qualify for the Senior Litigation position.

All positions include a highly competitive salary and the opportunity for future growth and development. We offer comprehensive major medical/HMO plans, dental insurance, 401K savings plan, retirement plan, and a generous holiday & vacation schedule.

Interested applicants are invited to send their resumes and salary requirements to:

CIGNA P & C Company
Human Resources/Claims
11080 Olson Drive
Rancho Cordova, CA 95670
You may also call (916) 636-3730
for additional information.

EOE, M/F/H/V



LOAN OFFICER (3)

Pacific Inland Financial Inc.
2571-A Main Street
Soquel, CA 95073
408/475-2600
Attn: Jim / President

Commission only (based on minimum 50% split) paid weekly; employee-paid medical/dental, vision & life ins available. Call for appt. RTJJ. 3.5-yr-old mortgage company seeks individuals to originate loans; solicit own leads from real estate agents; refinance & originate home loans; make loan calls; and interact with real estate agents & clients. Work in San Jose or Soquel. Full-time, flexible hrs & days. Requires real estate license. Must be outgoing, aggressive, and willing to train newly licensed agents.

LOAN OFFICERS (2)

American Suburban Mortgage Inc.
7700 Edgewater Drive, Suite 800
Oakland, CA 94621
415/635-7400
Attn: Henry L. Perkins / Branch Manager

Generous commission split to high producers; medical/dental coverage after 90 days. Call for appt. Originate FHA, VA, and conventional loans with the help of an excellent support staff. Full-time, flexible hrs. 2-yr old company opened Oakland branch last year. Valid CA real estate license required. Must be aggressive and knowledgeable in real estate financing. Related experience in banks, credit unions, or savings & loans is acceptable. AA/EOE

MARKETING MANAGERS (4)

San Jose Copa
1101 So. Winchester Blvd. Bldg A, Suite 103
San Jose, CA 95128
408/243-4516
Attn: Mr. Prieto / Personnel

Base salary + commissions (\$40,000-60,000/yr avg potential). Call between 9am-12noon for appt. RTJJ. Work in learning environment with emphasis on mgmt skills in ofc supervision, budgeting, and employee recruitment. Advancement potential to own mgmt territory avail. Good opportunity for career-minded individuals with desire for future in finance. FT flexible hrs Mon-Fri. Expanding, national financial marketing firm currently has 300 on staff. Req HS diploma and general sales background. Must be a motivated, career-minded, self-starter with desire to learn & earn. Prefer life & disability license. EOE

REAL ESTATE AGENTS (2)

Sierra Land and Homes
4131 South Shingle Road
Shingle Springs, CA 95682
916/677-9444
Attn: Tony Escobar

\$30,000+/yr commission potential DOE/DOQ, plus benefit package. Call collect for interview. RTJJ. Immediate requirement for qualified real estate agents to establish contacts and market property in Amador & El Dorado Counties with an emphasis on raw land & subdivision sales. Sierra Land and Homes handles all types of RE with specific contact with ranches & land developments in the Placerville & Shingle Springs regions. FT, hrs & days vary based on individual schedule. Must possess CA real estate license and have extensive background in undeveloped & subdivision land sales. EOE

REAL ESTATE AGENTS (3)

ERA - Sierra Properties
1378 Broadway
Placerville, CA 95667
916/622-0131
Attn: Bud Zeller / Broker

Excellent commission only. Send resume or call for interview. RTJJ. Immediate openings for 3 dependable individuals to train as real estate agents majoring in both land & residential sales. Market all types of real estate for this leading realty agency in El Dorado & Amador Co. FT, hrs & days vary based on schedule. Must possess CA real estate license. We provide comprehensive training. No exp req.

MULTI-LINE AGENTS

Aetna Life and Casualty agents are among the most extensively trained professionals in personal lines insurance marketing (i.e.: auto, home, life, boat, etc.). With career opportunities available throughout Sacramento and Placer Counties, you should find out how our competitive position means greater earnings for you. We offer incentive financing and benefits to those who qualify.

Call David Brauti at
(916) 638-6656 for appointment
Monday through Friday 8am - 4pm.

Aetna
LIFE & CASUALTY

Poor Response to Help Wanted Ads Means Missed Job Opportunities

"Many job hunters lose excellent opportunities to obtain new positions because of the poor manner in which they respond to help wanted ads," claims Jack Erdlen, Chairman of Costello, Erdlen & Company, a Massachusetts human resources consulting firm. "Instead of correcting their mistakes, they tend to place the blame for their failures on the employment process and the misguided notion that most ads do not represent authentic openings."

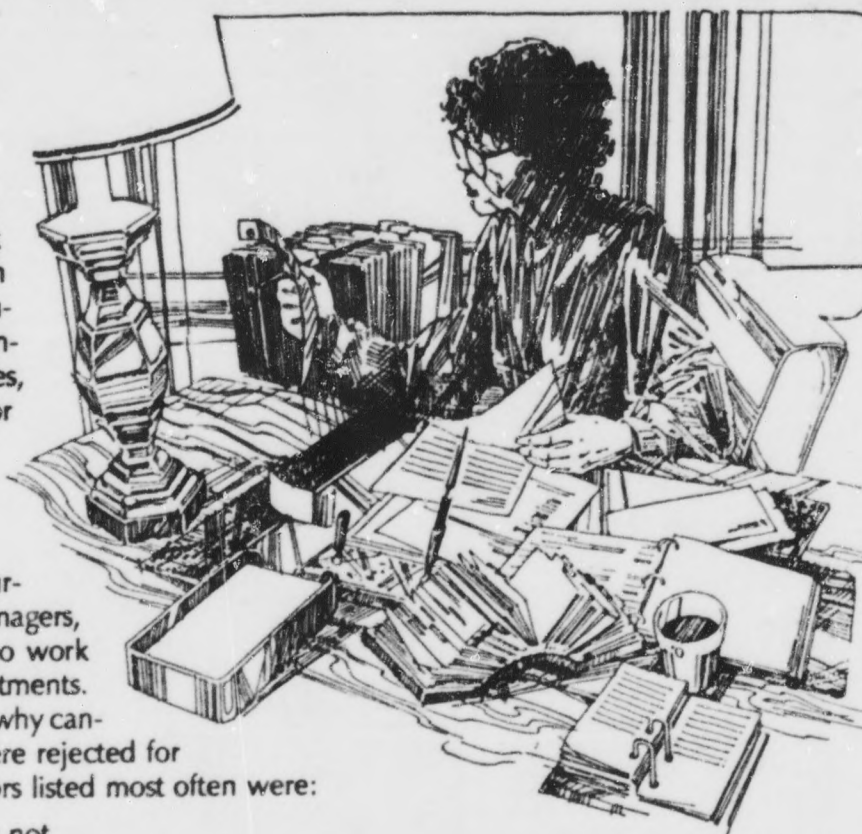
In recent months, Erdlen's firm surveyed numerous employment managers, as well as their own recruiters who work within corporate personnel departments. These hiring specialists were asked why candidates responding to their ads were rejected for an interview. The eliminating factors listed most often were:

- ◆ Objective is not specific or does not meet the job requirements.
- ◆ Inadequate experience or education.
- ◆ Job history is too spotty.
- ◆ Unrealistic compensation requirements.
- ◆ Present salary is far above or below the level of the job opening.
- ◆ Personal situation, such as geographic location or date of availability, is inappropriate.
- ◆ Use of pre-printed form letters.

Failure to Communicate

Since companies receive hundreds of resumes each week, there must be a screening mechanism to reduce the volume to a manageable number. Employers will always select those candidates whose credentials are judged to come closest to matching the specifications featured in the ad.

Erdlen notes that "most candidates are also upset because of the lack of any type of reply to a majority of their ad responses. While companies report that they do send out acknowledgements, this statement is not supported by job seekers. A closer look at the situation



If job hunters will take more time in preparing their responses and following up, their efforts will be rewarded.

indicates that both parties are responsible for these frustrations."

The reasons given by recruiters for their failure to send rejection notices to candidates include:

- ◆ Return addresses are omitted on cover letters and resumes are not included with the correspondence.
- ◆ It is an accepted practice not to send replies to box number ads.
- ◆ Letters written by candidates in longhand are often unintelligible.
- ◆ Envelopes are frequently addressed incorrectly and do not reach the personnel department for several weeks, if at all. The omission of names and code numbers causes inordinate delays because this mail becomes mixed with large volumes of general inquiries.

"Certainly, the employer is not without fault," Erdlen states, "and recruiters will admit privately that their referral process could use a fine-tuning." The most common corporate problems are:

- ◆ Correspondence is lost in the company's internal mail system.
- ◆ Resumes are misfiled or placed in the wrong tickler file.

- ◆ Inquiries are forwarded to hiring managers and never returned to the personnel department.
- ◆ Resumes are discarded due to clerical errors.

"Answering help wanted ads can be a very tedious and time consuming process," Erdlen observes. "If job hunters will take more time in preparing their responses and following up on them at a later date, their efforts will be rewarded. The purpose of recruitment advertising is to attract and hire competent workers. The system is by no means perfect and it is the responsibility of the candidate to present himself (herself) to the employer in the most positive manner."

REAL ESTATE ASSOCIATES (10)

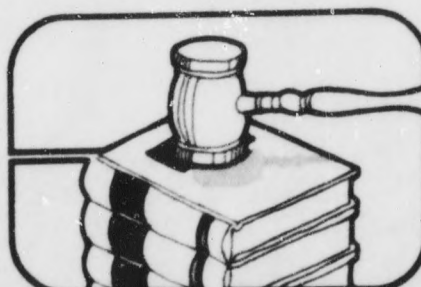
Gillman Griffin & Company
10880 Wilshire Boulevard, Suite 200
Los Angeles, CA 90024
213/470-1781
Attn: Steve Nardi / Sales Manager

\$75,000+/yr potential based on a progressive commission split. Call for appt or info: RTJJ. As an independent contractor, responsible for home & condominium sales, resales & leasing. Flexible hours & days. Successful mid-size Westwood firm has been in business for 20 yrs. Daily travel in LA area is required. Must have CA Real Estate license, transportation with insurance, and valid CDL. Candidate should be aggressive, dedicated & hard-working. Exp preferred; training provided. Great opportunity for new licensees. Must show proof of right to work. AA/EOE M/F/H/V (#10)

REAL ESTATE BROKER

Help-U-Sell
2101 Geer Road, #110
Turlock, CA 95380
209/667-5400
Attn: Joe

Up to \$35,000/yr (commission only). Call for more info: RTJJ. Work on residential accounts to help develop the commercial & property management end of the business; develop own projects over the phone. Some local travel to properties required. Franchised office has 2 locations serving Southern Stanislaus & Northern Merced Counties. Well-established, growing business also has advertising support. Full-time work during business hrs (flexible). Req CA brokerage license and at least 2 yrs exp in commercial property mgmt & real estate. Must be people & community-oriented and a hard worker.



**Legal/
Public Safety**

CODE ENFORCEMENT INSPECTOR II

City of Hercules
111 Civic Drive
Hercules, CA 94547
415/799-8200
Attn: Personnel Department

\$2480-3100/mo plus xint bfts. Call or write for city app; file by 3/31. Work in the building inspection dept; inspect residential, commercial & industrial buildings to ensure compliance with bldg codes & regulations. Full-time. Req education equiv to HS graduation, 3 yrs exp as a journey-level craft worker in the bldg trades, and 2 yrs inspection exp in enforcing various municipal codes (additional 2 yrs inspection exp may be substituted for the required exp). College-level coursework in a pre-engineering or construction technology and/or ICBO certification desirable. AA/EOE

DEPUTY SHERIFF

Contra Costa County
Sheriff's Department
651 Pine Street, Room 103
Martinez, CA 94553
415/646-2400
Attn: Chester Amin

\$2521-3064/mo (laterals up to \$2803/mo) plus up to 5% educational incentive and 75% medical benefits, uniform allowance, and 20-yr county retirement plan. Call for more information and/or application. Growing department. Numerous promotional opportunities. Wide range of work assignments including patrol detention, investigation, civil, bailiff, marine, patrol, motorcycle, canine patrol, and various other specialty assignments. No exp necessary. Req HS diploma or GED, driver's license, and no felony convictions. Must be at least 20.5 yrs old. Full training provided. EOE

POLICE INFORMATION PROCESSING CLERK

City of Vallejo
555 Santa Clara Street
Vallejo, CA 94590
707/648-4364
Attn: Personnel Department

\$1632-1976/mo plus benefits. City application must be filed by 3/27. RTJJ. Under supervision of the Records Supervisor in the Police Dept, enter information into computer system and perform other related duties as needed. 40 hrs/wk, Mon-Fri. Requires 1 yr exp processing information from source documents on a computer terminal (preferably from police documents) and certification of ability to type 60 wpm net.



POLICE OFFICER

City of Galt
P.O. Box 97
Galt, CA 95632
209/745-2961
Attn: Personnel Office

\$1686-2151/mo plus xint benefit package and paid PERS. Call for more info; file city application and resume by 4/7. Under general direction of the chief of police, perform law enforcement, investigation, crime prevention, and a variety of technical law enforcement work and other special assignments; control traffic flow, and enforce state & local traffic regulations. FT, shift positions. Requires HS grad (preferably supplemented with college-level coursework), completion of accredited POST basic school, eligibility for POST cert after 1 yr successful employment, valid CDL, and US citizenship.

POLICE OFFICERS

Oakland Police Department
455 7th Street, 1st Floor, Room 120
Oakland, CA 94607
415/273-3338
Attn: Recruiting Unit

\$2345/mo during 21-week training academy; \$2481-2991/mo after graduation + excellent bfts, 3-5 wks vacation, & \$500 uniform allowance. Call or apply in person (refer to this ad). Patrol designated areas protecting people & property, respond to emergency calls, & related duties in full-service police dept providing a variety of special svcs. FT, 5 days/wk. Req HS diploma or GED, min 21 yrs of age, weight proportionate to height, vision 20/100 correctable to 20/20 in one eye and 20/30 in the other with no color deficiencies, & valid Class 3 CDL. Must be US citizen with no felony convictions.

PUBLIC SAFETY DISPATCHER

City of Fairfield
1000 Webster Street
Fairfield, CA 94533-4883
707/428-7396

Attn: Personnel Office

\$1597-2140/mo plus benefits. Call for more info; file by 3/17. Take reports from the public and coordinate the activities of police & fire emergency services. Full-time; varied shifts. Requires HS grad or equivalent, 1 yr direct public contact experience desirable. AA/EO Employer

Good managers demonstrate their leadership abilities by their accomplishments. Instead of talking about getting things done, they do them.

SECURITY OFFICER

Vanguard Security Services
3951 Performance Drive, Suite A
Sacramento, CA 95838

Attn: Receptionist

\$5-6.51/hr depending on site, plus supplied uniforms, medical/dental & vision insurance, 1 wk vacation after 1 yr, and credit union. Apply in person. Work for Sacramento's largest contract security firm. Observe, secure & report activity in shopping malls, business offices, hospitals, and industrial sites; file daily activity & incident reports. No weapons required. Full or part-time; hrs & days depend on site. FLEXIBLE HRS TO FIT COLLEGE SCHEDULE. Requires own transportation and in-residence telephone. Must be at least 18 yrs of age. No experience necessary; will train.

SECURITY OFFICER

American Protective Services, Inc.
2801 Pinole Valley Road
Pinole, CA 94564

Attn: Personnel

Earn up to \$6.25/hr after training depending on assignment, + bfts after 90 days (for FT). Call 9-5 Mon-Fri for info. Work for top mgmt at the finest office complexes, manufacturing plants, and refineries. Responsible for sophisticated control rooms, gate duties, and inside/outside walking patrols. No weapons. Will train for positions in CONTRA COSTA & SOLANO COUNTIES with Bay Area's leading & highest-paying security specialists. Req ability to work all shifts & weekends. Must be 18+, have own phone, reliable transportation, CDL, and references. Vets must have DD214. V/EOE

SECURITY OFFICERS

Golden West Security, Inc.
8037 Fair Oaks Boulevard, Suite 100
Carmichael, CA 95608

Attn: Sid Sontag or Monte Leahr

\$4.50-5.50/hr depending on location; uniforms provided. Call for more information. Go with the best with Golden West! Provide unarmed, on-site foot & mobile patrol at various industrial, commercial & private properties throughout the greater Sacramento area. Full or part-time; evening & night shifts available. Security company is owned & operated by a full-time peace officer. Must be 18 or older, pass a background check, and have an in-home telephone, valid driver's license, reliable transportation, and car insurance. No experience necessary; will train.

Contra Costa County**Public Safety Dispatcher**

Salary: \$1948-2368/month

The Contra Costa County Sheriff's Dept encourages the applications of individuals interested in on-the-job training to become a fully qualified dispatcher.

Successful candidates will have the opportunity to work out of 3 communication facilities: Central Dispatch Bureau in Martinez; Delta Regional Communication Center in Antioch; or the Main Detention Facility in Martinez. Sheriff's dispatchers receive telephone & radio messages and record & relay the info to units from the Sheriff's Dept, 4 contract cities, 6 city police depts, 5 fire agencies, ambulance & The County Office of Emergency Services. All facilities operate on a 7-day, 24-hr basis & dispatchers may be assigned to any of the 3 shifts including weekends & holidays.

Applicants must have a valid CDL & possess a high school diploma, GED equivalency or HS proficiency certificate. The selection process includes a written test, performance test & oral interview. All candidates considered for final appointment must: (1) undergo psychological testing, (2) successfully complete a background investigation, (3) pass a typing test at 25 wpm, and (4) successfully complete a health exam.

Final deadline open. For application & other information contact:

The Contra Costa Co. Sheriffs - Communications Division
40 Glacier Dr, Martinez, CA 94553
(415) 646-4463

EOE

SECURITY OFFICERS (12)

CPP Pinkerton
1155 Broadway, #128
Redwood City, CA 94063

Attn: Elmer Harriger / Personnel Manager

\$5.80-6.75/hr plus \$100 bonus after 90 days; medical & dental ins, vacation & holidays. Apply in person; RTJJ. Vehicle patrol, regular security from office base or guard shacks, and foot patrol. Swing shift (4-midnight) or grave shift (midnight-8) 5 days/wk. Largest private security company in the world (700 employees in Redwood City office) has accounts from coast to coast. Must be stable, mature and have a HS diploma or GED. No experience necessary; training provided. EOE M/F/H/V

SECURITY OFFICERS (8)

Pedus Security Services Inc.
3500 West First Street
Los Angeles, CA 90004

Attn: Personnel Department

\$5+/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and medical ins after 90 days. Apply in person between 9-3 Mon-Fri (bring CA identification & SS card) or call for more info; RTJJ. Provide protection for people & property. Full-time, all shifts available. Security company, in operation 10 yrs, has 4 offices in CA and over 1,000 employees. Must have good hearing & eyesight. No experience necessary. State guard registration a plus. Req US citizenship or right to work. Uniforms provided. EOE



Mechanical/ Service & Repair

APPLIANCE REPAIR PERSON

Maier's TV & Appliance
111 Main Street
Winters, CA 95694

Attn: Bill or Patty

Salary negotiable DOE/DOQ. Call for appointment. Repair all types of kitchen appliances, large & small, both in or out of store. Vehicle provided for service calls. Hrs 8-5 Mon-Fri. 30-yr-old company is expanding and currently services Winters, Davis, Dixon, Esparto & surrounding communities. Requires 5 yrs exp and CDL (DMV printout desired). Must be dependable & responsible.

AUTO BODY & PAINT JOURNEY-PERSON

City Towing & Body Shop
1105 East Williams Street
San Jose, CA 95116

Attn: J.R. / Owner

Base rate of \$10/hr DOE/DOQ. Call for appt. RTJJ. This established independent towing & body shop seeks an experienced body and paint person who can prepare paint, repair and restore damaged cars & trucks. Hrs 8-5 Mon-Fri. Requires 4 years auto body & paint experience. Must have own tools.

AUTO BODY REPAIRPERSON

Quality Auto Body
18 La Goma
Mill Valley, CA 94941

Attn: Joann Kambur / Secretary-Bookkeeper

\$12-20/hr negotiable DOE. Call for appt. Mon-Fri 8-5 (ask for Joann); RTJJ. Replace damaged auto body parts; responsible for repairing, straightening, cutting and sanding auto bodies. Hrs 8-4:30 Mon-Fri; no overtime. High production collision shop (no restoration work) has been in business 25 yrs. Requires at least 5 yrs journey-level exp and own tools. EOE

CALIFORNIA CARS

A northern Calif vehicle transportation company is currently seeking a part-time mechanic for their Sacramento location.

- ◆ Hours suited to your needs
- ◆ Salary range from \$12.50 to \$15/hour DOE
- ◆ Experience necessary
- ◆ Retirees encouraged to apply

Call (916) 386-8062

AUTO GLASS INSTALLER

Classic Glass Company
917 Water Street
Santa Cruz, CA 95062

Attn: David Rasmussen / Owner

\$7-10/hr DOE. Call for more information or apply in person; RTJJ. Install windshields and other glass products in automobiles & trucks. May lead to management position. Hrs 8-5 Mon-Fri. Well-established, growing company in operation since the 1930s, has 8 employees. Requires minimum 1 yr experience as auto glass installer. Must have good communication skills. EOE

AUTO GLASS MECHANIC

Western Mobile Glass
840 Barstow
Clovis, CA 93612

Attn: Tony Flores

\$7-10/hr DOE plus full medical, dental & life insurance. Call for appointment; RTJJ. Install windows in cars & trucks. 40 hrs/wk (between 4-6 days). Glass company has been in business since 1975. Must be dependable and have 3-5 yrs auto glass installation exp, own tools, CDL, and DMV printout.

AUTOMOTIVE AUDIO CONSULTANT

Al & Ed's Auto Sound
1171 North Tustin Avenue
Orange, CA 92667

Attn: Phillip Goldstein

\$2000-3500/mo DOE, plus vacation, holidays, sick leave, medical & life insurance, and profit sharing. Call for appt or send resume; RTJJ. Be your own boss! Design & install high-end automotive electronics systems including alarms, phones, stereos & speakers. Negotiable hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company has 23 shops. Requires at least 4-5 yrs professional installation experience. Must be sharp!

CAR AUDIO TECHNICIANS (2)

Al & Ed's Auto Sound
1171 North Tustin Avenue
Orange, CA 92667

Attn: Phillip Goldstein / Custodian

\$275/wk draw DOE/DOQ, plus 33% commission on labor; 1 wk vacation after 1 yr; holidays and sick leave after 90 days. Call for appointment or send resume; RTJJ. Install security, audio, stereo, cellular phone & amplifier systems, and perform electronic troubleshooting (req some lifting up to 30lbs). Hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company now has 23 shops. Requires HS diploma, background in car audio systems installation & troubleshooting, and CDL. Must be motivated, hardworking, and enthusiastic. EOE M/F/V

Don't pretend to be what you don't intend to be.

ELECTRONICS REPAIR TECHNICIAN

Hi-Tech Unlimited
4777 North Blackstone
Fresno, CA 93726

Attn: Front Desk

Salary DOE (paid weekly) plus medical & dental insurance, vacation, sick leave and store discounts after 90 days. Call for information and/or application and schedule interview; RTJJ. Previous work experience references required. Hi-Tech Unlimited is a computer & electronics store. Hrs 10-6 Mon-Fri. Requires varied background in electronics related to burglar alarms, multi-line telephones, IBM PC computer repair, and coin-op video games (e.g. Pacman). Minimum 3 yrs experience in electronic repair a must.

ELECTRONICS TECHNICIAN

Frontier Services
3141 Bechelli Lane
Redding, CA 96002

Attn: Homer Fagen / Services Supervisor

\$6.50-8/hr DOE. Call between 9-6 for appt or send resume; RTJJ. 10-yr-old company seeks individual to perform electronic repairs & troubleshooting on televisions, VCRs, and stereo equipment. Hrs 9-6 Mon-Fri. Requires 2-3 yrs journey-level experience. Must be willing to work. Knowledge of camcorders helpful, but not required.

Experienced Diesel TRUCK MECHANIC

Position currently open
in the Sacramento area.

- ◆ Full-time, Tue-Sat (swing shift)
- ◆ Must have own tools
- ◆ Excellent salary plus benefits

Send resume or letter of work history to:

CJJ
Dept 1-6
P.O. Box JOBS
Sacramento, CA 95841

JOURNEY-LEVEL AUTO MECHANIC

Swiss Garage
136 Borland Avenue
Auburn, CA 95603

Attn: Peter Steffen / Owner

Good salary DOE/DOQ, plus 1 week vacation after 1 yr. Send resume. Perform every aspect of automotive repair on foreign cars. Qualified person may train as owner's assistant and manage the shop. Flexible hrs 8-5 Mon-Fri. 4-person operation is located in the Sierra foothills, close to Sacramento and excellent recreational areas. Requires minimum 5 yrs foreign car repair experience and own tools. Exp working on German cars is preferred.

For the best buy in
recruitment advertising
Call (916) 925-0800

MAINTENANCE MECHANICS (4)

Guardian Industries Corporation
11535 East Mountain View Avenue
Kingsburg, CA 93631

Attn: Personnel or Employee Relations

\$11.78/hr plus medical prescription, dental, life & disability insurance, retirement and savings plan. Bonuses for safety, attendance & plant performance given. Apply in person or by mail; RTJJ. Applications reviewed before appt. Troubleshoot & repair industrial & electrical machines; and perform welding & fabrication in a modern float glass manufacturing plant. FT, rotating shifts. Req 5+ yrs experience in industrial maintenance and other related fields. HS diploma or equivalent a must.

TELEVISION TECHNICIAN

Maier's TV & Appliance
111 Main Street
Winters, CA 95694

Attn: Bill or Patty

Salary negotiable DOE/DOQ. Call for appointment. Repair all brands of televisions and video cassette recorders (emphasis on RCA, Sony & Zenith) both in store and outside. Vehicle provided for all service calls. Hrs 8-5 Mon-Fri. 30-yr-old company is now expanding into larger facilities. Service for large & small appliances, televisions & VCRs provided in Winters, Davis, Dixon & Esparto. Requires 5 yrs experience in television & VCR repair, and a CDL (DMV printout desired). Must be dependable, responsible, and hard-working.



For over 60 years, Pep Boys has been the leader in the automotive parts & service industry. Continued expansion has created full and part-time openings for the following positions:

- **SALES**
Sales candidates should have extensive product knowledge and experience selling auto parts, tires and accessories; or sales experience in a hardline retail operation with automotive product knowledge.
- **CASHIERS**
Experience in high-volume retail setting, using computerized registers.
- **AUTOMOTIVE TECHNICIANS**
ASE certification required in BRAKES, FRONT-END, TUNE-UP, or AIR CONDITIONING.
- **MECHANICS**
Extensive knowledge in one of the above areas required.
- **INSTALLERS**
Will work with tires, batteries, shocks, and accessories.

Come to Pep Boys! We offer an excellent salary, complete benefits, state-of-the-art technology, and training for advancement.

Please apply in person at:
PEP BOYS

5895 47th Ave & Stockton Blvd.
Sacramento, CA 95824
2500 Arden Way
Sacramento, CA 95825
5135 Auburn Blvd.
Sacramento, CA 95841

EOE

**TIRE SERVICE PERSON**

George Oren Tire Specialist
2823 Alvarado
San Leandro, CA 94577

Attn: Doug or Scott

Salary DOE, plus vacation days, holidays & sick leave; medical ins provided after 30 days. Call for appt. Provide customer service, change tires, and service cars for tire-related needs. Hrs 8-5 Mon-Fri plus overtime (alternate Sat). Corporate-owned tire store has been in business 40 yrs. Requires CDL, DMV printout, and good driving record. Previous experience changing tires preferred. EOE



Medicine/ Health Care

**ASSISTANT ACTIVITIES DIRECTOR**

Clinton Village Convalescent Hospital
1833 10th Avenue
Oakland, CA 94606

Attn: Director of Nursing

Salary negotiable; excellent benefits available. Send resume or apply in person. Seeking an enthusiastic & creative individual to act as assistant to the activities director and coordinate various recreational activities for patients. A fun position for someone who enjoys flexibility & creativity. Full-time, including Fri, Sun, Mon, and possibly evenings. A part of Protean Health Services Inc. (an independent health care corporation). Clinton Village Convalescent Hospital is a 99-bed SNF offering a pleasant environment and wonderful advancement opportunities. Exp preferred, but not mandatory.

CHIEF OF HOSPITAL DIETARY SERVICES

Yolo County
Woodland, CA 95695

Attn: Personnel Office

\$17,304-21,048/yr plus PERS benefits. File county application by 3/24. Oversee all aspects of the dietary services division at Yolo County General Hospital in Woodland. Hrs 7-3 Mon-Fri. Requires valid certificate from the CA Dietetic Association or the Hospital, Institution & Educational Food Service Society. Must have 3 yrs increasingly responsible cooking experience and 2 yrs supervisory exp (BA in nutrition, home economics, or dietetics can be substituted for 3 yrs exp). AA/EOE

CHILD ADOLESCENT SPECIALIST - MENTAL HEALTH CLINIC

Siskiyou County
P.O. Box 750
Yreka, CA 96097

Attn: Personnel Department

\$2301-2795/mo + benefits. File county app by 5pm 3/31. Responsibilities include clinical assessment & diagnosis, individual, family couples & group psychotherapy, and counseling for children, adolescents and their families. FT position requires CA clinical psychological license (CSW or MFC) and 2 yrs exp in a mental health setting. If taking exam within 6 mos, apply as mental health clinician I and indicate date of exam on application. AA/EOE

CNAs / NAs (all shifts)

Heritage Convalescent Hospital
5255 Hemlock Street
Sacramento, CA 95841

Attn: Director of Nursing

Salary to be discussed, plus good benefits package. Call for appt or apply in person. Provide general patient care and ensure that quality service is given to all patients. PM shift, on-call positions. 99-bed skilled nursing facility, part of Sierra Medical Enterprises, is located by American River College. Great potential for advancement in our large corporation. No experience necessary. Certification provided in-house. STARTING THE BEGINNING OF MARCH - NURSING ASST CERTIFICATION COURSE FOR NAs NOT YET CERTIFIED.

CROWN & BRIDGE TECHNICIAN (temporary)
University of the Pacific
School of Dentistry
2155 Webster Street
San Francisco, CA 94115
415/929-6468
Attn: Personnel
\$9/hr. call for more info or send resume.
Employ special techniques relevant to crown &
bridge for dental students. Wax, sprue, cast &
finish fixed partial intra-oral prostheses; post &
pre-solder various types of fixed prostheses. 8
hrs/day Mon-Fri. Requires 5 yrs exp in all
phases of fixed prosthodontics. AA/EEO Em-
ployer



st. joseph hospital

CT TECHNOLOGIST

St. Joseph Hospital
2700 Dolbeer Street
Eureka, CA 95501
707/445-8121 x600
Attn: Personnel Department
Salary negotiable; comprehensive benefits in-
clude paid time-off program, medical/dental,
vision & life insurance, and pension. Call for
more information or send resume. Join our
progressive, 97-bed acute care facility located
along Northern California's beautiful coastline.
Operate CT scanner. Rotating day & PM shift.
Requires minimum 1 yr CT scanner experi-
ence. Must be CA-certified and registered with
the American Registry of Radiologic Technol-
ogists.

Looking for work
is a full-time job.



st. joseph hospital

CYTOTECHNOLOGIST

St. Joseph Hospital
2700 Dolbeer Street
Eureka, CA 95501
707/445-8121 x600
Attn: Personnel Department
Excellent salary plus comprehensive benefits
including paid time-off program, medical,
dental, life & vision insurance, and pension.
Call for more information or send resume.
Screen cytologic specimens. Full or part-time
position. Mon-Fri. Join our progressive 97-bed
acute-care facility located along the beautiful
coastline of Northern CA. Requires CA cyto-
technologist license. ASCP membership de-
sired. Strongly recommended. ASC membership de-
sired.

DENTAL HYGIENIST

Dr. David Nelson
2801 Capitol Avenue, Suite 210
Sacramento, CA 95816
916/736-0600
Attn: Danielle or Amy
Salary to be discussed DOE. Call for more
information. Would you like a positive envi-
ronment where growth is encouraged? Are you
people-oriented and caring, energetic & en-
thusiastic, professional with a high standard of
care? We are looking for you. Provide preven-
tive and root planning care for patients. 3
days/wk to start, will become full-time. General
dentistry office requires CA dental hygienist
license. At least 2 yrs experience preferred.
EEO Employer

Does Your Handwriting Spell Success?

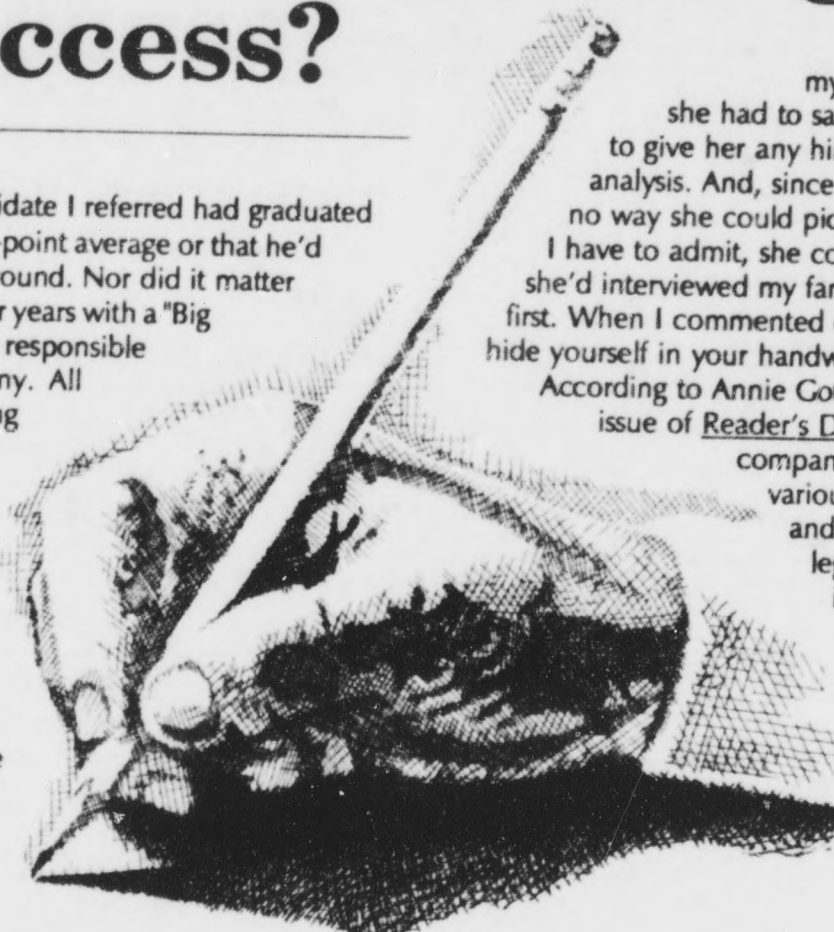
It didn't matter that the job candidate I referred had graduated from a good college with a high grade-point average or that he'd passed the CPA exam the first time around. Nor did it matter that he also has an MBA, had spent four years with a "Big 8" CPA firm and another four years in a responsible position with a Fortune 500 company. All that seemed to matter to the hiring authority was that she didn't like my candidate's handwriting. Her view-point was that he just couldn't be any good because he had a large, sprawling handwriting and not a nice, neat, compact script.

I think her judgment was, to say the least, shortsighted. Be that as it may, there are some people who feel that handwriting analysis is a legitimate tool for personnel selection. Some of those people happen to be employers or hiring authorities. The percentage is relatively small, but that's the reason why you'll occasionally find a firm that requires its application forms to be filled out in script rather than in print or type. (Responsible employers, by the way, who do use handwriting analysis as an evaluation tool, hire experts to do the evaluation. They don't make an off-the-cuff, unprofessional judgment as did the woman described above.)

There are two terms for this kind of analysis: one is graphology, a generic term, and the other is grapho-analysis, the trademark of the International Graphoanalysis Society.

Personally, I must say I was skeptical about the use of graphology as an evaluation tool, preferring more traditional techniques. However, in the process of doing some research, I had my own handwriting analyzed by a master graphologist - and I'm impressed.

I met this graphologist while in Los Angeles on business and I gave her a sample of my handwriting. I took her card, promising to call



With recent restrictions on the use of lie detector tests, more employers are turning to handwriting analysis as an evaluation tool.

within a few days to see what she had to say. We barely spoke. All she knew about me was my name. When I called for my analysis, I didn't respond to anything she had to say until she was finished. I didn't want to give her any hints about myself that might help in her analysis. And, since we were speaking by phone, there was no way she could pick up on any physical signals from me. I have to admit, she couldn't have done a better analysis if she'd interviewed my family, friends, and business associates first. When I commented on her accuracy, she said, "You can't hide yourself in your handwriting."

According to Annie Gottlieb in an article in the February '88 issue of *Reader's Digest*, "In the United States, over 3000 companies now use handwriting analysis for various business reasons. In parts of Europe and in Israel, graphology is considered a legitimate branch of psychology, taught in universities. Handwriting analysis is used for personnel selection by over eighty percent of major firms in West Germany and as many as half of the major companies in Switzerland and Israel."

According to one graphologist, "Job applicants can dress for success, they can anticipate the interviewer's questions and rehearse appropriate responses, and they can provide pristine references, but an analysis of their handwriting can defy all the surface aids used to trap unwary employers and personnel directors. We get astounding results."

What do employers want to see in a person's handwriting? Well, that depends on the field in which the candidate will be employed. For sales people, they look for an out-

going personality, the ability to think on their feet, sincerity, energy, and aggressiveness. Insurance companies apparently put a high premium on sincerity in their sales people. For a bookkeeper, employ-ers hope to find indications of attention to detail, analytical ability, and the quality of not easily becoming bored. For a mechanic, they'd hope to see manual dexterity, creativity, and attention to detail; and they want to know that the person will be methodical and that monotony won't become a problem.

Some companies, according to my L.A. graphologist, like to receive a full written evaluation from her while others only require an oral report. Often, she says, employers call her to discuss a candidate at length after they receive the written evaluation. Some clients follow her advice. Others don't.

One employer was told to hire candidate "A" because candidate "B's" handwriting indicated a restless, rebellious, and acquisitive nature and a propensity to procrastinate. The employer hired candidate "B" nonetheless and soon discovered the new recruit was helping herself to petty cash, postage stamps, and office supplies. Allegedly, candidate "B" couldn't get her work out on time either.

I have worked with two employers who use graphology to assist in evaluating personnel. One uses it in the initial hiring process. The other uses it when she is considering two people for promotion and they both seem to be equally competent, talented, and experienced.

Is this yet another thing that you, as a job seeker, need to worry about when looking for work? No, I wouldn't say so... But, the next time you're preparing to accept a job offer, be sure to get a sample of your prospective employer's handwriting first. Check it out for indications of empathy with employee needs and propensity to give large bonuses, extra days off, and regular raises and promotions!



Georgia Samuelson

ON THE JOB FRONT

DIRECTOR OF NURSING

LaSalette Convalescent Hospital
537 East Fulton Street
Stockton, CA 95204
209/466-2066
Attn: Administrator
Salary DOE, plus medical/dental ins, vacation and sick leave. Send resume or apply in person. Responsible for overall supervision & scheduling of nursing staff. Full-time, 122-bed SNF is located in the San Joaquin Valley. Requires Calif RN license and experience in management, supervision, and long-term care. Knowledge of Title 22 preferred. EOE

FAMILY NURSE PRACTITIONER (part-time)

Dixon Family Practice
P.O. Box 846
Dixon, CA 95620
916/678-6227
Attn: Minerva
Negotiable salary DOE. Call for more information. Family-oriented, rural health clinic in Yolo County seeks an individual to treat & counsel patients. Part-time position available immediately: hrs & days to be discussed. Requires RN license, FNP certificate, and CDL. Spanish as a second language helpful. EOE

Neurological Treatment Center

Opening a new neurological treatment center in an existing medical facility in Oakland which will care for open & closed head injuries, and end-stage disease patients.

Patients are long-term irreversibly ill, comatose and/or ventilator dependent - averaging 35 yrs of age. This will not be a rehabilitation ctr. Many staff positions available for:

**RNs / LVNs / CNAs
FT & PT - All shifts**

Management position for unit also available for a qualified RN. Will train.

Send cover letter, background & salary requirements to: **DON**
2648 E. 14th Street
Oakland, CA 94601

INSYTE INC.

Personal Analysis - Evaluation

- ◆ Applicant Analysis
- ◆ Corporate Work
- ◆ Executive Development

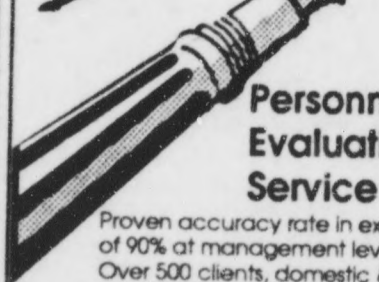
Also available:

Workshops ◆ Lectures ◆ Seminars

Sister June Canoles, SND
10351 South Blaney Avenue
Cupertino, CA 95014

(408) 252-9696

Charlie O'Lea



Personnel Evaluation Service

Proven accuracy rate in excess of 90% at management level. Over 500 clients, domestic & foreign. Founder of American Handwriting Analysis Foundation. 30+ years experience.

For more information, call or write:

1166 El Solto Avenue
Campbell, CA 95008
(408) 377-0922

Certified Professional Graphologist

HOME HEALTH NURSE (part-time)

Solano County
580 Texas Street
Fairfield, CA 94533
707/429-6321
Attn: Personnel Department
Competitive salary. Call for more information or apply in person. County health department has a part-time RN position available in patient/family education and direct patient care. Requires 1 yr of recent nursing experience in a home health or acute care clinical setting involved in patient/family care and direct patient care. AA/EOE

**LVN**

Clinton Village Convalescent Hospital
1833 10th Avenue
Oakland, CA 94606
415/536-6512
Attn: D.O.N.

Above-average salary plus excellent benefits package. Call for appointment or apply in person. Seeking enthusiastic, well-organized professional to be a responsible nursing supervisor. Full-time, weekend relief shift. Independent health care corporation is part of Protean Health Services Inc. Our 99-bed SNF offers a pleasant working environment and wonderful opportunities for advancement. Requires LVN license.

LVN (PHLEBOTOMIST)

Stockton Plasma Center
246 East Church Street
Stockton, CA 95203
209/465-0284
Attn: Anita Coleman or Norm Gray
\$8 hr plus benefits (for full-time positions) including vacation, holidays, medical & dental ins. and credit union & savings plans. Call or come in & fill out an application, immediate employment possible! Duties include performing phlebotomies on donors. Full-time (7-4 Mon-Fri) or part-time positions available. Come join our well-established, automated plasma center. (Parent company is Miles Inc. - Cutter Biological Inc.) Requires Calif LVN license and CPR certificate. EOE

PHYSICIAN

wanted for Indian Health
Clinic serving 8 counties.

Located in the beautiful
Oroville gold country.

For further information
please call or write:

**Northern Valley
Indian Health**
2167 Montgomery Street
Oroville, CA 95965
(916) 534-8440

LOL

**YOU CAN MAKE A
DIFFERENCE!**

Would you like to join an innovative and growing California healthcare system where you will participate in the ground-level procedure & policy planning for your facility?

We are looking for a self-confident, motivated and energy-driven team player to serve as the DON for our long-term care SNF, Dinuba Convalescent Hospital (30 minutes from Fresno & 15 minutes from Visalia).

A strong background as a charge nurse/head nurse and a working knowledge of Title 22 is required. Calif RN license required.

Unlimited career opportunities avail plus excellent salary and benefits.

For more information, please contact:
**Tresa Weber, RN-DON or
John Ralff, Administrator**
at (209) 591-3300

**New Covenant
Care Group**

**LVN (on-call)**

LaSalette Convalescent Hospital
537 East Fulton Street
Stockton, CA 95204
209/466-2066
Attn: Director of Nursing
Per diem salary DOE. Call for appointment. Join a professional, supportive, friendly nursing team at this 122-bed SNF. Administer treatments and provide quality patient care. On-call positions; all shifts available. Requires Calif LVN license. New graduates are welcome! EOE

MEDICAL BILLER

East Bay Nephrology Medical Group
14020 San Pablo Avenue, Suite A
San Pablo, CA 94806
415/235-1057
Attn: Essandra Simms / Business Manager
Negotiable salary plus vacation, holidays, sick leave, medical/dental insurance, pension & profit sharing. Call for more information. Bill all claims and follow up on Medi-Cal claims. Hrs 8:30-5 Mon-Fri. Large, 8-doctor practice handles office claims and hospital & dialysis charges. Requires at least 2 yrs medical billing experience (especially in Medi-Cal). Must be organized, hardworking & people-oriented. EOE

**MEDICAL EMPLOYMENT SPECIALIST**

California Job Journal
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
916/925-0800
Attn: Human Resources Director
\$1200/mo base + xint commission (1st-yr earnings to \$30,000) and pd medical/dental ins, vacation, holidays & sick leave. Send resume & salary history. Will be trained to help hospitals with their hiring needs; call new/existing clients in the medical industry. Hrs 8-5 Mon-Fri. Largest independent recruitment advertising publication has new offices in South Natomas. Req experience in a hospital or doctor's office environment or other medical field and knowledge of medical terminology. Sales exp a plus. Must be a bright, competitive person with strong people skills and good math, grammar & spelling. EOE

**MEDICAL RECEPTIONIST**

Medical-Dental Agency
2600 J Street
Sacramento, CA 95815
916/446-7844
Attn: Office
\$1500/mo plus full benefits including paid vacation, holidays, sick leave, and medical/dental & life insurance after probationary period. Call for more information. Well-respected agency, established in 1957, is recruiting receptionists for all medical specialty practices. Greet clients, process insurance billing, schedule appts, and handle heavy phone workload. POSITIONS AVAILABLE THROUGHOUT SACRAMENTO AREA. Hrs 8:30-5 Mon-Fri. Requires some insurance billing experience and at least 2 yrs doctor's office exp. Must have a pleasant phone manner. Non-smoker preferred. EOE

**Transcriptions, Ltd.****MEDICAL TRANSCRIPTIONIST**

Transcriptions, Ltd.
Hayward, CA 94541
415/537-4311
Attn: Drinda
Evening/weekend differential; adjustment period guarantee. Full benefits. Call for immediate consideration. Make your move into the future. National company seeking experienced transcriptionists to transcribe medical records in our beautiful, new, East Bay offices. Income to \$40,000+/yr for high-quality/quantity production. Full & part-time positions. MUST HAVE MINIMUM 2 YRS ACUTE CARE HOSPITAL MEDICAL RECORDS TRANSCRIPTION EXPERIENCE. WORD PROCESSOR PREFERRED.

**Transcriptions, Ltd.****MEDICAL TRANSCRIPTIONIST**

Transcriptions, Ltd.
Hayward, CA 94541
415/537-4311
Attn: Drinda
Excellent income potential. Call for immediate consideration. If you are tired of the commute, need to be at home, or just want to be your own boss, here is your chance. Need very skilled transcriptionists who are highly motivated self-starters to transcribe medical reports at home. We pick up & deliver to your door. Full-time or part-time position. REQUIRES MINIMUM 3 YRS ACUTE CARE HOSPITAL MEDICAL TRANSCRIPTION EXPERIENCE. ALL SPECIALTIES.

OFFICE MANAGER

First Western Medical Group
1816 Tribute Road, Suite 102
Sacramento, CA 95815
Attn: Darlene Maddox
Salary DOE, plus excellent benefits. Send resume. Manage Sacramento branch office; responsible for monitoring budget & expenses, submitting financial data to home office, and overseeing total production of a staff of 12. Hrs 8-5 Mon-Fri. Statewide industry leader in providing top-quality medical evaluations requires a strong accounting background and an entrepreneurial spirit. Prefer BA in business (equivalent work experience will be considered) and medical management background. EOE

• INSURANCE •

Health Claim Processors for
Nationwide health insurance company. On-line experience a must. Excellent advancement opportunities. 37-hr workweek. Competitive employee package. Other positions available.

**LIFE INSURANCE
COMPANY**

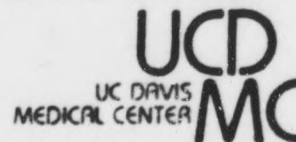
3875 Hopyard Road
Pleasanton, CA 94566
Send resume or call Linda at:
(415) 847-7281

EOE

Great trials often precede
great triumphs.

PARAMEDICS

Metropolitan Ambulance
8001 Folsom Boulevard, Suite 111
Sacramento, CA 95826
916/452-6181 or 381-6626
Attn: Personnel
Excellent salary & benefits. Call for more info or send resume. Metropolitan Ambulance is accepting resumes for pre-hospital paramedics. Job duties include vehicle operation & patient care. 24-hr service; set day shift 8-5 Mon-Fri. Private provider with 911 contract covers greater Sacramento area. Must possess paramedic certification, ACLS, ambulance driver certificate. Must take county certification exam.

**PHARMACY ASSISTANT II**

U.C. Davis Medical Center
2525 Stockton Boulevard, Room 1021
Sacramento, CA 95817
Attn: Personnel Department
\$8.55-10.09 hourly. Send resume (please refer to job #58-89); open until filled. Full-time career position in the Inpatient Pharmacy maintaining unit dose & IV additives systems; inventory control, and record keeping. Day & evening positions available. Must have previous experience. EEO/AA Employer. M/F/H

QUALITY ASSURANCE MANAGER

Red Bud Community Hospital
P.O. Box 6720
Clearlake, CA 95422
707/994-6486 x129
Attn: Margaret Ward / Personnel Department
Salary DOE, + xint bfts incl vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appt or send resume. Function as utilization review coordinator, provide risk management services, and coordinate the pre-admission process. Full-time, Mon-Fri; hrs to be arranged. 40-bed acute care hospital is near a beautiful Northern CA recreational area offering waterskiing, fishing & boating. Requires Calif RN license; 1 yr experience in quality assurance, utilization review, and risk mgmt; and ability to relate to medical staff. EOE

Thinking well is wise
and planning well, wiser.

RADIOLOGY TECHNOLOGIST

Elko Regional Medical Center
762 14th Street
Elko, NV 89801
702/738-3111 x224
Attn: Rene Warne
Salary commensurate with education & experience, plus excellent benefits. Call for appt or send resume. Full-time positions available in a multi-specialty group practice, taking chest & extremity X-rays. Full-time; weekdays only. We're located in a lovely rural community with abundant outdoor recreation opportunities. Prefer mammography experience (not required) and AART registration or eligibility. Women encouraged to apply. EOE

PHARMACISTS

Raley's Supermarket Inc, Sacramento's largest supermarket chain, has launched an expansion drive that includes new store openings in San Pablo, Hercules, Fremont, Oakley, El Cerrito, Newark, and Livermore, as well as further growth in the Sacramento Valley.

Our rapid expansion has created immediate openings for staff pharmacists in:

• Modesto • Vallejo

We offer excellent opportunities including paid vacations and medical/dental benefits.

Raley's

If you're a registered
pharmacist, contact
Jody or Flint at:
(916) 373-3333

**Come Join Us
at Professional
Elderly Care**

We seek energetic, caring professionals for current openings in the following fields:

- ◆ DON
- ◆ RNs
- ◆ LVNs
- ◆ CNAs
- ◆ Home Health Aides
- ◆ Housekeeper
- ◆ Physical Therapists
- ◆ Occupational Therapists
- ◆ Speech Therapists
- ◆ Medical Social Worker
- ◆ Dietician / Nutritionist

If you seek a challenging job opportunity with a quality health care employer, you are invited to call today. This is a career you can't pass up.

We offer flexible hours and days around your schedule and competitive salary & benefits.

Call for an appointment or send salary requirements to:

Attention: Jennifer
P.O. Box 4013
Citrus Heights, CA
(916) 483-4961 or 483-4962

Help Us Make a Difference!

The State of California Department of Corrections offers challenging career opportunities & outstanding benefits. We currently have openings for the following positions:

- Staff Psychiatrists
- Physicians / Surgeons
- Clinical Psychologists

For employment information call today:
(916) 739-2982

■ Registered Nurses

Earn \$2391 - 3092/mo

(Includes \$200/mo recruitment retention bonus)

■ LVNs/RNs

Become a Medical Technical Assistant

Earn \$2336-2810/mo

- LVN or RN license or 1 yr exp as a corpsman with proof of admission to LVN exam.
- High school diploma or GED
- US Citizenship
- 21 years of age. No age maximum.
- Excellent physical condition
- Normal hearing and vision
- No felony convictions or illicit drug usage

For employment information call today:
(800) 622-WORK



REHABILITATION NURSE

Crawford Health & Rehabilitation Services
10411 Old Placerville Road, Suite 200
Sacramento, CA 95827
Attn: Branch Manager
Competitive salary plus excellent benefit package and company car. Send resume; no phone calls. National rehabilitation consulting firm seeks an RN to work with doctors, employers, and patients in the medical & vocational rehabilitation of disabled adults in the private rehab sector. Full-time. Requires RN license; minimum 3 yrs general nursing experience including orthopedics, occupational health, auditing & utilization review; excellent written & verbal communication skills. Insurance rehab knowledge helpful. EOE

Your world is a reflection of
your attitude.

RESIDENTIAL ASSISTANT (part-time)

Meadowbrook Ranch
7150 Sierra Ponds Lane
Loomis, CA 95650
916/791-7067
Attn: Liz Falltrick / Program Coordinator
Salary DOE/DOQ. Call for appt or send resume. Assic. in supervising the daily routine and community outings of brain-damaged patients in a rehab setting. PT; flexible shifts. Transitional living center, established 2 yrs, specializes in care for brain-damaged patients. Must be responsible, able to work well alone or in a team environment, and have good communication skills. Some college and/or allied health-care experience preferred. EOE

RN

Cypress Acres Convalescent Hospital
1633 Cypress Lane
Paradise, CA 95969
916/877-9316
Attn: Director of Nursing
Competitive salary plus excellent benefits. Call for appointment or more information. Looking for nurses to join our friendly, team-oriented nursing staff. Charge position responsible for supervising assigned shift and ensuring quality patient care. Relief & part-time positions avail (can work into FT); flexible scheduling. 107-bed SNF has a 29-bed free-standing ICF unit and is located in a beautiful area. Requires RN/LVN license. Must enjoy working with the elderly.

RN - WEEKEND (part-time)

St. Paul's Towers
100 Bay Place
Oakland, CA 94610
415/891-8522 or 835-4700
Attn: Patricia Solim / Health Services Dir
\$14.50/hr plus excellent benefits. Call for appointment. Supervise weekend day staff. Day shift hrs, Sat-Sun. 43-bed skilled nursing retirement facility near Lake Merritt has excellent working conditions. RN license is required. Prefer long-term care or management experience.

RN / LVN

Mendocino Coast District Hospital
700 River Drive
Fort Bragg, CA 95437
707/961-1234 x289
Attn: Personnel Department
Competitive salaries plus excellent benefits. Call for information. Nursing positions available in OR, labor & delivery, med/surg, and ICU/CCU. Full & part-time positions available; varied shifts. Join our friendly, supportive nursing team at this 54-bed acute care unit, located on the beautiful Mendocino Coast. Must have a Calif RN or LVN license. EOE

Make your job search
a full-time project.
You'll work a 40-hour week
for an employer; you should
work no less for yourself.

RN / LVN

Red Bud Community Hospital
P.O. Box 6720
Clearlake, CA 95422
707/994-6486 x129
Attn: Margaret Ward / Personnel
Salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appt. 40-bed acute care facility, located in a beautiful Northern CA recreational area offering water-skiing, boating & fishing is seeking Med/Surg and OB nurses. Responsible for treating and providing quality care. Full & part-time, all shifts available. Req Calif RN/LVN license. New Grads Welcome! EOE

RNs (part-time & on-call)

LaSalette Convalescent Hospital
537 East Fulton Street
Stockton, CA 95204
209/466-2066
Attn: Director of Nursing
\$13/hr (with benefits), \$14/hr (per diem). Benefits include vacation, holidays, and medical/dental insurance. Call for appt. Join the friendly nursing staff at our 122-bed SNF in the San Joaquin Valley. Looking for caring individuals to provide quality patient care. Part-time & on-call (all shifts available) and PT permanent positions (every other weekend). Requires Calif RN license. New graduates welcome! EOE

If you have no prior work
experience to which you can
refer during a job interview,
draw your examples from
other experiences. Your
service record, school record,
and community activities can
provide valuable testimony to
your abilities and potential.

X-RAY TECHNICIAN

Health Services Foundation
160 Airway Boulevard
Livermore, CA 94550
415/449-7070
Attn: Dennis Hollnagel
\$13.50/hr plus \$50/day per diem, benefits include sick leave and Kaiser medical insurance. Call for more information or send resume. Conduct mammography screening exams. Full-time; varied schedule to be discussed at interview. Organization offers multi-phase health screening onsite at canneries. Requires Calif CRT certification. Must be a flexible team player, willing to travel, with own transportation & insurance. Will train on CGR 600-T. EOE

Immediate positions
available:

- ◆ Receptionist
(computer experience)
FT and On-call
- ◆ Certified Medical
Assistant
PT and On-call



Apply in person:

Sutter Immediate Care

1941 Zinfandel Drive
Rancho Cordova, CA 95670

EOE

Sutter Solano Medical Center, a 108-bed acute care facility with recently opened state-of-the-art emergency intensive care facilities, has the following positions currently available:

- CENTRAL SERVICE TECH
On-call
- OPERATING ROOM TECH
On-call
- MEDICAL
TRANSCRIPTIONIST
Short-hour



If you are interested in
working in a professional,
high-tech/high-touch en-
vironment, please contact:
Shirley Lee, Personnel Rep.

**Sutter Solano
Medical Center**

300 Hospital Drive
Vallejo, CA 94589
(707) 554-5244

Jobline: (707) 554-5243

Equal Opportunity Employer
Male/Female/Handicapped

The victories in life come slowly,
and not always to the stronger or faster man.
More often than not, the person that wins
is the person who thinks, "I can!"

SUTTER DAVIS HOSPITAL,

a progressive acute care facility, is seeking the following
qualified personnel to join our friendly & professional staff:

◆ RN's ◆

- ICU
 - ◆ Full-time/Night
 - ◆ Part-time/Evening
- Emergency
 - ◆ Part-time/Evening & night

Med - Surg

- ◆ Full-time/Evening

House Supervisor

- ◆ Full-time/PM shift
- ◆ Part-time/Night



**Sutter Davis
Hospital**

Per diem positions also available. Competitive
salary & excellent benefits package.

Contact: Elvia Garcia
(916) 757-5123

or send resume to:
P.O. Box 1617
Davis, CA 95617

NURSE MANAGER

- ◆ Exciting Opportunity
- ◆ Modern new surgery center
in Oakland
- ◆ Professional, caring staff
- ◆ Conveniently located near
BART

Good communication
& leadership skills
BSN preferred

Apply to:

The Surgery Center

3875 Telegraph Avenue
Oakland, CA 94609
Attn: Dana Ellerbe
(415) 547-2244

EOE

Director of PHARMACY SERVICES

Salary up to \$2224.80
bi-weekly plus benefits

Requires valid license to
practice pharmacy in Califor-
nia, 4 yrs experience as a
Pharmacist in a hospital or
similar institution, including at
least 1 year of management
experience.

Send CV or call:

Fairmont Hospital
15400 Foothill Blvd
San Leandro, CA 94578
Attn: Charles Sanders
Asst Hospital Administrator
(415) 667-7830

EOE

Acute care hospital located in the beautiful Sierra foothills is
currently seeking the following to join our health care team:

- RNs positions available
in all departments
- Physical Therapist
FT, temporary
- Phlebotomist
per diem
- Occupational Therapist
FT
- Med Tech
per diem
- Head Nurse - OR
FT
- Respiratory Care Practitioner
per diem

Qualified candidates please contact personnel:

Auburn Faith Community Hospital
11815 Education Street, Auburn, CA 95604
(916) 885-7201 ext 721



**AUBURN FAITH
COMMUNITY
HOSPITAL**

Equal
Opportunity
Employer

The Best Health Care Services Depend Upon The Best Staff

Sutter Health is one of the largest health care providers
in Northern California. Sutter Sacramento, an affiliate
of Sutter Health, includes 677 bed acute care facilities
located in Sacramento. Additionally, we have facilities
in the communities of Davis, Vallejo, Novato, Crescent
City, and Los Banos.

Boundless opportunities for health care and other
professionals exist at our facilities. We believe that our
human resources are our
opportunity . . .
our guarantee . . .
for the future.

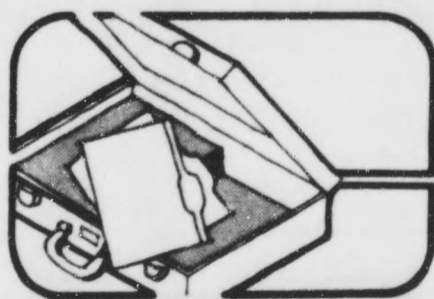


Please call
1-800-544-8778

or send your resume:
3000 L Street, Suite 104
Sacramento, CA 95816

Sutter Health

EOE/AA/M/F/H



Professional/ Career

CHILDCARE WORKER / NIGHT SUPERVISOR

Stanford Home for Children
4144 Winding Way
Sacramento, CA 95841
Attn: Office

\$950-1150/mo DOE, plus medical & dental benefits. Send resume; RTJJ. Supervise & oversee adolescents in the home, helping to create a therapeutic environment. This challenging position offers the opportunity to make a positive difference in the lives of abused & troubled teens. We are a small residential treatment center offering strong supervision and learning opportunities. 40 hrs/wk. Requires BA degree in social science/psychology and CCL.

ELIGIBILITY WORKER II

Placer County
377 Nevada Street
Auburn, CA 95603
916/823-4761
Attn: Personnel Office

\$691-840 bi-weekly plus benefits. Call for more info; file county application by 3/10. Under supervision, determine initial & continuing eligibility for clients (per established procedures) and refer applicants & recipients to appropriate social work staff members as needed. FT Mon-Fri. Requires min 1 yr experience in a CA county welfare dept performing the duties of an Eligibility Worker I. Must be able to make rapid & accurate arithmetic calculations and willing to learn & apply complex laws & regulations. AA/EOE



EMPLOYMENT SPECIALIST (part-time)

California Job Journal
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
916/925-0800
Attn: Human Resources Director

\$6.95/hr + xmt commission. Send resume & salary history. Thorough training prepares you to help employers with their hiring needs. Job sharing position: you and your partner will call new & existing clients in an industry specialty. Hrs 8-1 or 12:30-5 Mon-Fri. Largest independent recruitment ad publication has new offices in South Natomas. Prefer sales, personnel, or employment agency background, but will consider heavy phone exp. Looking for competitive people with a professional appearance, strong people skills, and good math, grammar & spelling. EOE H

PUBLIC WORKS DIRECTOR

\$53,700 - 74,676 / year

The City of Stockton, CA (population 190,000) is seeking a Public Works Director. This Department Head position reports to the City Manager and directs and supervises a department of 137 employees with an annual budget of nearly 10 million dollars.

Responsibilities include administration and supervision of Administrative, Engineering, Garden Refuse and Street Maintenance and General Services Divisions including a central garage. Requires education and exp equivalent to graduation from a 4-yr college or university with major course work in engineering or a related field and 4 yrs of supervisory or administrative exp in a major Public Works setting which has included problem planning, development and administration; possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. In addition to salary, we offer an excellent mgmt benefit package. Apply by March 31, 1989. Send completed City of Stockton application and a detailed resume to:

Personnel Department
CITY of STOCKTON
425 North El Dorado Street
Stockton, CA 95202
(209) 944-8233

AA EOE

PERSONNEL ASSISTANT

Lassen County
Administrative Office
707 Nevada Street
Susanville, CA 96130
916/257-8311
Attn: Personnel

\$2074-2522/mo plus benefits. Call for more info and application package; file by 5pm 3/31. Under direction, develop & administer a central county-wide personnel management program. Responsibilities include personnel recruitment, selection, job classifications, pay, training, and affirmative action. Also assist in labor relations, benefits coordination, and other related functions. FT Mon-Fri. Req 1 yr professional-level personnel work and a BA in public administration, personnel administration, or closely related field. Experience may be substituted for education.

There's no room larger than
the room for improvement.

REHABILITATION COUNSELOR

Crawford Health & Rehabilitation Services
10411 Old Placerville Road, Suite 200
Sacramento, CA 95827
Attn: Branch Manager

Competitive salary plus excellent benefits package and company car. Send resume; no phone calls. National rehabilitation consulting firm seeks a full-time vocational consultant for its Sacramento office to work with disabled adults in the private rehab sector. Requires master's degree in psychology, counseling, or related field; minimum 3 yrs experience including vocational counseling, evaluation, and rehab plan development & testimony; excellent written & verbal communication skills. Insurance rehab knowledge helpful. EOE

"Leadership: The art of getting
someone else to do some-
thing you want done because
he wants it too."
- Dwight D. Eisenhower

SOCIAL WORKER

Stanford Home for Children
4144 Winding Way
Sacramento, CA 95841
Attn: Social Worker

\$21,000-27,000+/yr DOE/DOQ, plus vacation, holidays, sick leave, and medical/dental insurance. Send resume; RTJJ. Duties include group & individual counseling and case management. Unique opportunity to grow in a challenging position with this small, established residential treatment program for troubled adolescents, in operation since 1900. 40 hrs/wk. Must be a LCSW or LCSW-qualified. EOE

VETERANS' BENEFITS COUNSELOR, JOURNEY-LEVEL

Solano County
580 Texas Street
Fairfield, CA 94533
707/429-6321
Attn: Personnel Department

\$20,316-24,696/yr. Call or write for more info & application; file by 3/17. Responsibilities include assisting veterans and their dependents in understanding & obtaining benefits provided by federal/state laws & regulations. This position involves the full scope of benefits counseling. Full-time Mon-Fri. Requires minimum 1 yr recent experience providing veterans' benefits counseling. AA/EOE

Join A Winning Team

The City of Vacaville Invites Applications For

Administrative Clerk \$1490-1811/mo
Three years experience, 55 wpm.
Final Filing Date: March 17, 1989

Adult Sports Coordinator \$9/hr
Part-time, 30 hrs/wk.
Final Filing Date: April 1, 1989

Note: Salary ranges are monthly; plus 7% City-paid PERS

To apply for the above positions call the 24-hour JOBLINE,
(707) 449-5113 or apply in person at the Personnel Office,
650 Merchant St, Vacaville, CA 95688, M-F 8:30-5:00.

EOE M/F/H



CAREER OPPORTUNITIES

BUSINESS SERVICES OFFICER (\$28,000 - 34,000 per year)

Must have knowledge and experience in government contracting (federal, state, and local). Responsibilities will include assisting businesses in identifying government, government prime contractor, and public sector markets for their respective commodities and/or services; completing bid packages and other documentation; and researching/analyzing trends in the government procurement marketplace.

QUALIFICATIONS / EXPERIENCE: Must have 2 years of exp in negotiating and contracting the procurement of goods and services for local, state, or the federal government; DoD contracting experience and economic development experience highly desired; a 4-year college degree with major study in Public or Business Administration, Human Resources, or related field.

EMPLOYMENT & TRAINING ANALYST (\$28,000 - 34,000 per year)

Must have knowledge and exp in performing advanced level contract development and monitoring, program planning, and grant development. Responsibilities to include development of request-for-proposals; grant and proposal development; and research of employment and training issues.

QUALIFICATIONS / EXPERIENCE: 3 years of exp in one of the following areas: grant development, program planning, or contract negotiation/development/monitoring; and a 4-year college degree with major study in Public or Business Administration, Social Sciences, or closely related field.

EMPLOYMENT & TRAINING SPECIALIST I (\$24,000 - 28,000 per year)

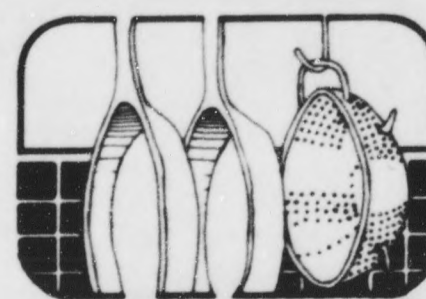
Will provide employment counseling, job placement and support services to eligible employment and training clients; also conduct applicant interviews, client assessments, referrals to training, caseload management and client follow-up.

QUALIFICATIONS / EXPERIENCE: 2 years of college in vocational/guidance or related fields. Two years recent exp in vocational/guidance counseling, preferably with disadvantaged clients.



Send resumes to:
**SOLANO COUNTY PRIVATE
INDUSTRY COUNCIL**
P.O. Box 545
Fairfield, CA 94533
FINAL FILING DATE: March 22, 1989

AA EOE



Restaurant/ Hospitality

CASHIER

De La Cruz Deli
908 West Maude Avenue
Sunnyvale, CA 94086
408/245-3354
Attn: Phil Nichols / Manager

\$4.25-5.00/hr. Call for appt before 10 or after 2: RTJJ. Handle cash register for all deli orders, and assist in making sandwiches. Will be cross-trained as sandwich maker. Full-time flexible hrs, Mon-Fri; PT also available 20-25 hrs/wk. Family-owned business (14 yrs) is now hiring at all 6 stores in Silicon Valley. Must be dependable HS grad with a neat appearance and ability to work without constant supervision. No experience necessary. EOE



COOKS - PM

Charley Brown's
1375 Exposition Boulevard
Sacramento, CA 95815
916/920-1331
Attn: Manager

\$6-7/hr DOE, plus medical ins (for employees working 25+ hrs/wk) and vacation after 6 mos. Apply in person (3-4 Tue-Thu). Responsibilities include prep, broiler, saute & fry station work; and clean-up. Night shift; varying days. Fun, friendly restaurant/bar (seats 250) has a reputation for quality food & service. 1 yr dinner house cooking experience preferred, but willing to train the right person. Must have good work habits and people skills.

Senior Planner \$3784-4594 monthly

Alameda County Public Works Agency is currently searching for a qualified planner in transportation. All applicants must meet the qualifications of either of the following options:

#1 — 1 year of experience in the classes of Planner III, Civil Engineer III, or equivalent or higher level class specializing in transportation planning in the Alameda County Service. Or...

#2 — B.A. from recognized college or university with major in transportation planning, city & regional planning, civil engineering, or related discipline (M.A. in transportation planning desirable), and equivalent of 4 years progressively responsible experience in transportation planning, transportation engineering or transit planning.

For application, call
(415) 670-6387

Alameda County is an equal opportunity employer.



CITY OF EMERYVILLE CITY PLANNER

Salary \$3000-\$3647/mo

Includes 7% PERS plus 100% medical, dental and vision for employee and dependents.

This professional planning position involves the direction of a major phase of departmental operations, supervision, & the application of substantial knowledge of city planning problems. It requires knowledge of federal, state and local laws and programs affecting planning, zoning and the ability to coordinate and supervise the work of professional and clerical employees.

Any combination of education and experience equivalent to possession of a master's degree in planning, architecture or closely related field and four (4) years of exp in professional city planning work. You may obtain an application and job flyer from the personnel office, (415) 654-6161, 2200 Powell Street, 12th floor, Emeryville, CA 94608
Final Filing Date: March 31, 1989

CREW MEMBERS (part-time)

Old Spaghetti Factory
1910 J Street
Sacramento, CA 95814
916/443-2862
Attn: Manager

\$4.25/hr to start, plus tips. Apply in person Sat or Sun between 1-3pm. Perform a variety of duties including hosting, serving food, bussing & dishwashing. Part-time positions on the day shift available downtown and in Rancho Cordova. Old-fashioned restaurant has a fast-paced environment and is part of a national chain specializing in pasta dishes. Experience preferred but not mandatory; will provide on-the-job training. Must have right to work. EOE



CREWMEMBER

Burger King
7225 Greenhaven Drive
Sacramento, CA 95831
916/392-6145
Attn: Manager

\$4.25/hr to start DOE; benefits package available. Apply in person Mon-Fri. Prepare food, cashier, operate drive-thru window, and perform janitorial duties. Full & part-time flexible day shifts to fit your schedule. Our restaurant has great working conditions, a friendly environment, and opportunities for advancement. Must be personable, motivated & energetic. Earn while you learn; on-the-job training provided! EOE

California State Prison, Folsom
is accepting applications for:

Supervising Cook I

Requires: 1 yr exp supervising cooks and serving of meals for at least 250 persons per meal.

Mail completed state application by March 31, 1989.

P.O. Box 29
Repressa, CA 95671
Attn: Personnel Office, testing
(916) 985-8610

AA / EOE

A 282-room hotel located close to Stanford University, just 35 miles from San Francisco, has immediate full and part-time openings for:

- Bell Person
- Cocktail Waiters / Waitresses
- Restaurant Waiters / Waitresses
- Maintenance People
- Night Auditor Trainee

If you enjoy working in a challenging fast-paced environment, apply today. Mon, Wed, Fri between 9-11 am and 3-4:30 pm at:

625 El Camino Real
Palo Alto, CA 94301



TASTE SUCCESS

Sizzler has these
employment opportunities!

- ◆ Waiter / Waitress
- ◆ Broiler / Fry Cook
- ◆ Counterperson
- ◆ Dishwasher
- ◆ Salad Bar Attendant

Great opportunity for advancement; we promote from within. Great salary and benefit package available. Apply in person at these 3 locations in Sacramento:

4124 Florin Road
5815 Madison Avenue
2204 Sunrise Boulevard





CREW PERSON
Wendy's Old Fashioned Hamburgers
4447 Central Place
Suisun City, CA 94533
Attn: Donita / Manager

\$4.50/hr plus half-price meals. Apply in person between 2-4pm. Perform a variety of duties including cashing, cooking on the grill, and working directly with customers. Full & part-time positions available between 7am-11pm; choose your own hours around school & activities! Located in Cordelia Junction (off Suisun Valley Road exit), we have a friendly staff and a great working environment. Great potential for advancement! POSITIONS ALSO IN MARTINEZ (see Audra, 3455 Alhambra Avenue). Must be at least 16 yrs old and have a positive, energetic attitude and desire to succeed.



TACO BELL

CREWMEMBER
Cordelia Taco Bell
4401 Central Place
Suisun City, CA 94585
Attn: Manager

\$4.25/hr to start. Apply in person. Duties include food preparation and serving & conversing with customers. We now have positions available to train for our summer business. If you are looking for a PT or FT job for the summer, consider applying at Taco Bell now to ensure your summer employment. Flexible day or night shifts. Our store is located at Cordelia Junction (off I-80). Must be motivated, energetic, personable, and enjoy working with the public in a team atmosphere. No experience necessary.

CREWPERSON
McDonald's Hamburgers
2400 Sunrise Boulevard (at Zinfandel)
Rancho Cordova, CA 95670
Attn: Carl / Manager

\$4.25 + 1/2 DOE, plus half-price meals. Apply in person Mon-Fri between 2-6pm. Prepare food, cashier, operate drive-thru window, and perform janitorial duties. Flexible full & part-time hrs to fit your schedule. Experience a plus, but not mandatory. Housewives & senior citizens encouraged to apply. Must have right to work. EEO Employer M/F/H/V

FOOD PREP COOK / COUNTER CLERK (2)
Carmel Valley Racquet Club
27300 San Carlos Road
Carmel Valley, CA 93923
408/624-7613
Attn: Dionis Burke / Cafe Manager

\$5/hr plus free club membership for full-time employees and medical/dental insurance. Call for appt. RTJJ. Prepare & cook a variety of foods, operate cash register, and perform various counter duties for large private health club. Full & part-time flexible shifts (based on need). Must be courteous, polite & reliable. Restaurant & cooking experience preferred. EOE

FRY COOK
Pancake Circus
2101 Broadway
Sacramento, CA 95818
Attn: Mike

\$6/hr + up DOE, plus meals & vacation. Apply in person daily between 3-5pm ONLY (NO PHONE CALLS PLEASE). Seeking a skilled professional fry cook with an amiable disposition and ability to handle large volume. Must be competent on grill, broiler, sandwich line, and pancakes & waffles. Day & night shifts available. Fast-paced, high-volume coffee shop is NOT FOR BEGINNERS. Requires experience in a comparable house (not a fast-food operation).

HOSTESS / HOST (4)
Backstage Cafe Japanese Singing Bar
151 South Murphy
Sunnyvale, CA 94086
408/738-0392
Attn: Kaz Nakayama / Vice President

\$8/hr plus tips; medical & dental ins after 3 mos. Call for appt. RTJJ. Greet customers and seat patrons in bar. Hrs 7pm-2am Mon-Sat, plus overtime when needed. Exciting new bar (opened Feb 16) in the Japanese traditional style features music and friendly atmosphere. Must be dependable & sociable. No experience necessary, will train. Japanese-speaking a plus! College students are encouraged to apply. EOE



Kentucky Fried Chicken

RESTAURANT MANAGER
Kentucky Fried Chicken
301 Georgia Street, Suite J
Vallejo, CA 94590
707/643-8841
Attn: Mark

\$1500-2100/mo + bonus and full benefit package. Call for appointment or send resume. Responsible for complete operation of restaurant including hiring, inventory control, training, scheduling and supervision of a staff of 15-20 employees. Flexible schedule, approximately 50 hrs/wk. Positions available in Contra Costa & Solano Counties. Requires high school diploma or equivalent. Some college and/or experience preferred. Training program provided.

SANDWICH MAKER
De La Cruz Deli
908 West Maude Avenue
Sunnyvale, CA 94086
408/245-3354
Attn: Manager

\$4.25-5.00/hr. Call for appt before 10 or after 2. RTJJ. Make deli sandwiches and assist catering service. Will be cross-trained as sandwich maker and cashier. Full-time Mon-Fri, flexible hrs. PT also available 20-25 hrs/wk. Family-owned business (14 yrs) has 6 stores in Silicon Valley now hiring. Must be dependable HS grad with a neat appearance and ability to work without constant supervision. No experience necessary. EOE

SHORT-ORDER COOK
Oasis Catering
3183 Cleveland Avenue
Santa Rosa, CA 95401
707/546-7220
Attn: Lori Powell / Vice President

\$250/wk + bonus for extra work; benefits (1/2 employer-paid) after 90 days. Call for appt. RTJJ. Cook & prepare food in a mobile preparation unit, traveling to various business sites. Hrs 5am-2pm, Mon-Fri; no overtime but can earn bonuses working some weekends. 7-yr-old family-owned catering service requires CDL, DMV printout, and transportation. Must be able to lift up to 50 lbs, and be a clean, personable, fast-paced worker. No experience required; employer prefers to train.

Leading full-service hotel seeking only the best to fill these vacant positions. We offer competitive benefits and salaries commensurate with experience.

- Restaurant Manager
- Catering Coordinator
- Executive Steward
- Director of Catering
- Food & Beverage Director

Please call for an immediate appointment or send resume to: Personnel

Holiday Inn
Golden Gate
1500 Van Ness Avenue
San Francisco, CA 94109
or call (415) 441-4000

Holiday Inn

Modesto

1612 Sisk Road, Modesto, CA 95350

A 188-room hotel located in the San Joaquin Valley wine country just 80 miles west of Yosemite National Park. We have immediate openings for:

- Front desk clerks
- Front desk shift leader
- Front desk manager
- Professional salespeople
- Catering staff
- Service personnel for banquet & restaurant

If you'd like to join an exciting team with a great future, please send your resume to the above address or call Jim between 2-4 Mon-Fri at:

(209) 521-1160



WAITER / WAITRESS
Kallie's Restaurant
7770 Stockton Boulevard
Sacramento, CA 95823
916/423-2128
Attn: Donna Herring

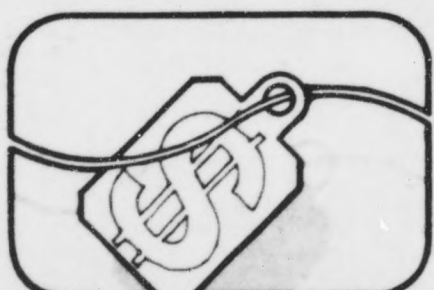
\$4.25/hr plus tips, vacation, medical & dental insurance, and Union House. Apply in person. Serve food & beverages and perform various other duties. Be a part of the supportive team at Kallie's, known for its quality service. Full or part-time, night or weekend position. Our 250-seat steak, seafood & prime rib family restaurant is known for its rating as the best dinner house in Sacramento! Requires minimum 2 yrs dinner house experience. Must be energetic, motivated & personable.

WAITER / WAITRESS (2)
Backstage Cafe Japanese Singing Bar
151 South Murphy
Sunnyvale, CA 94086
408/738-0392
Attn: Kaz Nakayama / Vice President

\$5/hr plus tips. Medical & dental ins after 3 mos. Call for appt. RTJJ. Provide friendly, quality service of drinks & appetizers to customers. Full-time, 7pm-2am Mon-Sat and paid overtime when needed. Part-time positions also available. Exciting new bar (opened Feb 16) in the Japanese traditional style features music and a friendly atmosphere. Must be dependable & sociable. No experience necessary; will train. Japanese-speaking a plus! College students are encouraged to apply. EOE

WAITPERSON
Woody's Classic Cookhouse
& Cowabunga Bar
2751 Fulton Avenue
Sacramento, CA 95821
Attn: Manager

Minimum hourly wage + tips. Apply in person Tue or Thu from 2-4. NO phone calls please! Perform a variety of duties including waiting on tables, serving drinks, and providing other customer services. Hrs 11-4 available Mon-Sun; days off to be determined. Woody's has a unique menu and two Sacramento area locations with seating capacities of 140. Must be personable, well groomed, and able to work well with people. Table service experience a plus. EOE



Sales/Marketing

AUTO PARTS COUNTERPERSON
Napa Auto Parts
P.O. Box 233
Mammoth Lakes, CA 93546
619/934-3375
Attn: Paul

Salary DOE. Call for more info or send resume. Expanding store with a high dollar volume offers an excellent opportunity to grow. Help customers in this full-time permanent position. Auto parts store is located in a beautiful resort community near skiing (Mammoth Mountain), fishing, and other recreation. Requires parts counter experience (Napa exp preferred) and/or related auto exp. CDL and clean DMV record.

HELP! HELP!

Business Out of Control
Need Help Now, Not Tomorrow!

Immediate full & part-time sales positions available:
Part-time \$2000-4000/month
Full-time \$4000-10,000/month

Opportunity only knocks once!

Call Now
(707) 449-9211
(9 am-6 pm only)

FINANCIAL SERVICES SALESPERSON

Jefferson-Pilot Financial Services
350 University Avenue, Suite 270
Sacramento, CA 95825
916/927-5563

Attn: Dave Borges / Regional Agency Mgr
Base salary plus bonuses. Call for a personal interview between 9-11am. Outstanding financial sales position offers an excellent opportunity with a large corporation. Full-time position. Must be a local resident with managerial ability & ambition. Business or sales background helpful. Comprehensive 2-yr training program provided.

MANAGER / ASSISTANT MANAGER - RETAIL

Caren Charles
4 Embarcadero Center, Lobby Level
San Francisco, CA 94111
415/788-5202

Attn: Jo Anne / District Manager
Salary DOE/DOQ, plus medical/dental insurance. Call for appt, send resume, or apply in person. One of the nation's largest, most progressive & rapidly growing retailers of contemporary misses' fashions seeks an individual to handle opening & closing the store, training employees, examining merchandise, and overseeing daily store operations. Positions available in 9 Bay Area locations. Excellent career potential. Full-time. Requires retail management experience. Must be energetic, outgoing, and enjoy fashion sales. EOE

Humble people don't think less of themselves - they just think of themselves less.

OUTSIDE SALESPERSONS (10)

Culligan Water
P.O. Box 592
Vallejo, CA 94590
707/644-7411

Attn: Brian Rollin / Sales Manager
\$3000-5000/mo commission potential + bonuses & benefits. Act now, call or send resume. RTJJ. Sell our high-quality water products. Culligan Water wants you! Flexible hrs in a very successful 35-yr-old water improvement dealership that is expanding the sales team. This is a fantastic career opportunity in the major impact industry of water treatment. No experience required; full training literature & sales aids provided.

SALESPEOPLE

- ◆ Medium and light truck and automobile sales. Ford and Mercury experience helpful.
- ◆ Tremendous opportunity in retail and fleet sales.
- ◆ Commission with salary.
- ◆ Rapidly growing mining area with xmt hunting & fishing.

Call (702) 623-5001 or send resume to:

OWENS



3305 Potato Road
Winnemucca, NV 89445

Be positive about your abilities.

SALES AND SERVICE TECHNICIAN

Hughes Fire Protection, Inc.
1900 Park Avenue
Chico, CA 95928
916/366-0150

Attn: Jerry Jones or Sue Lorenzen
Potential earnings to \$60,000/yr. Call for appt. Work as an independent contractor, selling & servicing portable hand fire extinguishers and restaurant fire suppression systems to commercial accounts in the SACRAMENTO AREA. Some existing accounts and leads furnished. Positions also avail in FAIRFIELD, NAPA, SANTA ROSA, AND EUREKA with one of California's fastest-growing fire protection companies (in business over 30 yrs). Set your own hrs. Req min 2 yrs sales exp, own van or covered pick-up, ins, and own hand tools. Must be an aggressive self-starter. Some mechanical ability preferred. Training avail.

CAPITAL TELEPHONE CO., INC.

Authorized Iwatsu, TTE, and Tadiran Distributor

SALES REPRESENTATIVE

Capital Telephone Company, Inc.
2700 Fruitridge Road
Sacramento, CA 95820
916/393-2700

Attn: Peter M. Westbrook
Salary negotiable, plus commission, vacation, holidays, full medical/dental insurance, and 401K plan. Send resume. RTJJ. Immediate opening for independent, highly motivated outside sales rep to market & sell telephone systems, automated attendants/voice mail systems (integrated packages), and peripherals. Generate new Sacramento business contacts. Travel locally in territory for Capital Telephone, serving Sacramento businesses 30+ yrs. 40+ flexible hrs/wk Mon-Fri. Requires telecommunications experience. Sales exp preferred. College a plus.

CAREER SALES POSITION
A Fortune 500 Company

Local direct sales position with a major corporation. We have a 20 year track record of achievement in a growth industry.

If you are a college graduate and qualify, you may share in a compensation and training program that are among the best nationally.

For long-term development with excellent advancement potential, please send your resume to:

Human Resource Department
P.O. Box 15967
Sacramento, CA 95852

JOIN THE CUSTOMER SERVICE PROFESSIONALS

JCPenney
AVERAGE 16-HOUR WEEK

The JCPenney Telemarketing Center is seeking qualified part-time Customer Service Representatives to take catalog orders by telephone, some outcalling.

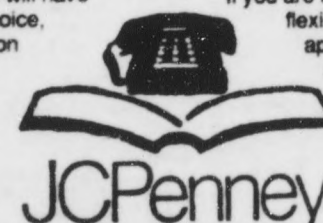
This position features:

- Starting Wage \$5.75/hr
- Flexible Hours
- Merchandise Discounts

The successful person will have a pleasant telephone voice, excellent communication skills and a mature, professional attitude. Knowledge of type-writer keyboard is helpful, but not required.

You will be scheduled an average of 16 hours/week on a rotating basis with some weekends. Hours of operation are from 6:30 am to 11:00 pm.

If you are interested and can work a flexible schedule, submit your application Monday through Friday between 9 am and 3 pm. JCPenney Telemarketing Center is located at Fair Oaks Blvd. and El Camino Ave.



TELEMARKETING CENTER, 5949 FAIR OAKS BOULEVARD
(Fair Oaks & El Camino)
An Equal Opportunity Employer M/F

CAREERS AVAILABLE

International Kings Table

Located in beautiful Citrus Heights, CA, currently has part-time and full-time careers avail in buffet food preparation and service. Are you willing to work for a large corporation that offers:

Top benefits, paid vacations, room for advancement, and on-the-job training for the qualified applicant.

If you are reliable, stable, and responsible, apply in person:
(2pm-5pm weekdays)

7990 Greenback Lane
Citrus Heights, CA

SALES COUNSELORS

Guardian Plans, Inc.
San Jose, CA 95125
408/279-6366 916/483-0700
Attn: District Manager

Up to \$2800/mo avg based on commission + health, dental, life & disability ins. Call for appt. RTJJ. Market prearranged funeral plans by preset appts and handle own paperwork; leads provided. Positions in Sacramento and the Bay Area. 40+ hrs/wk, Mon-Fri. 25-yr-old Fortune 500 firm is the largest funeral company in the US. Requires CA life ins lic. Must be self-motivated, able to support yourself while getting started, and have CDL. Familiarity with funeral industry pref. Funeral director and sales exp helpful. Mgmt exp and bilingual (Chinese, Philippine, Spanish, etc) skills desired. Req right to work. EOE F

SALES DIRECTOR

Shimada Landscape, Inc.
239 Commercial Street
Sunnyvale, CA 94086
408/733-3330

Attn: Melvin Shimada / Owner
\$30,000-35,000/yr DOE, plus vacation, sick leave, and medical/dental insurance after 90 days. Send resume or apply in person; RTJJ. Increase customer base by securing new accounts and retaining existing accounts through telemarketing and outside sales. Flexible hrs 8:30-3:15 Mon-Fri. 50-person firm, in business since 1949, currently has approximately 60 industrial accounts. Requires computer literacy, strong sales background, CDL, and DMV printout. Prefer bachelor's degree and industrial landscape maintenance experience. Must have right to work. EOE

Nervous about your upcoming job interview? Remember, when you go in, that all people smile in the same language.

SALES REPRESENTATIVE

Jade Computer Products
1291 West El Camino Real
Sunnyvale, CA 94086
408/745-7980

Attn: Mr. Hood / Manager
\$1100/mo base salary + commission DOE. 1 wk vacation after 1 yr and medical ins after 3 mos. Call for appt or send resume; RTJJ. Sell computers via telemarketing and assist retail store customers in computer product selection. Full-time, 4 days/wk 9-6 & Sat 10-5. 14-yr-old company has 10 locations statewide. Requires computer sales exp and HS diploma. College degree is a plus! EOE

**SALES REPRESENTATIVES**

Cal-X Fun Spas
2389 Fair Oaks Boulevard
Sacramento, CA 95825
916/488-6622 x600

Attn: Miss Kay
Up to \$50,000/yr plus benefits. Call to apply. Cal-X pays you to have fun. We're a leader in one of the most exciting sales industries today. Sales and retail showroom experience preferred. Full & part-time positions in Concord, Fairfield, and Pleasanton.

**SALES REPRESENTATIVES**

Orkin Pest Control
North Highlands, CA 95660
916/482-4570

Attn: Mark Matlock
\$1100/mo guaranteed training salary (1st 2 mos), then 15% draw against commissions plus car allowance, 1 wk vacation after 1 yr, holidays, sick leave, medical & life ins after 90 days, and pension plan. Call (10-noon Mon-Fri ONLY) for a personal interview appt. Full-time. Market pest control services to homeowners or commercial accounts. Protected territory. Largest exterminator in the world requires a neat appearance, strong communication skills, ambition, and willingness to work hard & learn. No sales experience required; will train.

SALES REPRESENTATIVES

Introlink, Inc.
6425 Christie Avenue, Suite 300
Emeryville, CA 94608
415/428-2400

Attn: Peter Adam
Earnings & commission potential for outstanding performers can exceed \$60,000-80,000/yr based on projected sales. Benefits include medical & dental ins, 1 wk vacation after 6 mos, and car allowance. Call for appt. RTJJ. Immediate opening for a hard-working, motivated, enthusiastic individual to market & sell telecommunications products. Develop & establish new sales contacts with the support of inside sales reps & staff. Positions avail throughout CA. Profitable, established communications firm provides local protected territories. Must have strong desire to succeed. Related sales experience preferred.

RESUME GUIDELINES

- Be brief, avoid excessive wordiness
- Be specific
- List only one job objective
- Target your resume for one industry / employer
- Use strong verbs
- Use quality stationery and a good typewriter

SALES REPRESENTATIVES (4)

Cable Co-Op
3200 Park Boulevard
Palo Alto, CA 94306
415/656-3552

Attn: David Williams / Sales Manager
\$30,000 realistic 1st-yr income (commission basis) plus \$300 paid training during 1-wk process. \$300 1st-mo draw, 7 days vacation after 6 mos, major holidays, and medical/dental ins. Call for more info or send resume; RTJJ. Perform direct sales work (inside/outside); acquire new cable TV subscription accounts and accurately complete subscription applications. 32 field hrs/wk, starting 1pm Mon-Fri and 9am Sat. 50-person firm has been in business 2 yrs. Must be aggressive, motivated, articulate, and have a sales personality. CDL & ins. HS diploma and sales exp preferred. Training provided. EOE

SALESPERSON (20)

Ultimate Hookup and Cellular Services
720 South 40th, #3
Richmond, CA 94804
415/233-3769

Attn: Wilkens Owens / Owner
Commission only; \$3000-12,000/month earning potential (\$350 bonus for every 5 phones sold). Send resume or call for appt. Training provided to sell cellular phones within a regional area, some travel. Flexible FT hrs. Cellular phone company with offices in Phoenix, AZ and Dallas, TX now expanding into California, with 5 new outlets from Campbell to Fairfield. Qualified salespeople with at least 1 yr experience and own transportation required. Must be articulate, energetic, and \$\$\$ motivated.

SALESPERSON (2)

The Cabinet Company
591 North McDowell Boulevard
Petaluma, CA 94952
707/765-9767

Attn: Jim Lubey / Owner
Commission only; up to \$4000/mo potential income, paid bi-weekly; medical benefits after 90 days. Call for appt. RTJJ. Call on residential contractors to sell cabinets for this 3-yr old manufacturing firm. Hrs 8-5, flexible days. CDL req. Sales and construction experience desirable. AA/EOE

In the business world, you don't have the freedom to associate only with those people you like, while ignoring those you don't. Part of being a professional is learning to work with everyone.

TELECOMMUNICATION ACCOUNT REPS (5)

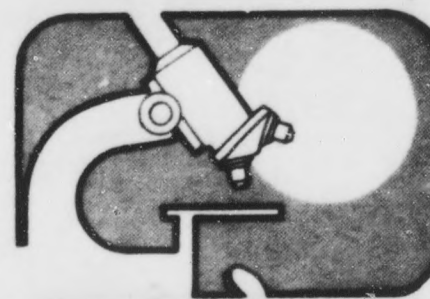
DisCall
418-B Willow Road
Menlo Park, CA 94025
415/327-0237

Attn: Mike Fleming / Sales Manager
Commission basis only (\$30-50k first-yr potential). Call for more info; RTJJ. Develop new accounts for long-distance telephone service. Responsible for telemarketing & customer service, inside & outside sales. Hrs 8-5 Mon-Fri. Small company has been in business 2 yrs. Must be aggressive, mature, and stable. Prefer HS graduate with good communication skills, sales abilities, and communication sales experience. EOE

**TELEMARKETER - SALES**

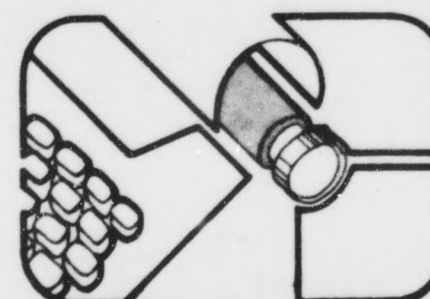
Cal-X Fun Spas
2389 Fair Oaks Boulevard
Sacramento, CA 95825
916/488-6622

Attn: Miss Kay
\$350+/wk in commission, plus great benefits. Call for more info & application procedure. Sell a needed service product to existing clients. Future management opportunities expected with growth in this dept. FT flexible shifts available, 11am-9pm Mon-Sat. Leading spa company has been in business for 36 yrs. Must have excellent telephone sales skills and 1 yr experience. EOE

**Science/Research****CYTOTECHNOLOGIST**

Central Diagnostic Laboratory
18408 Oxnard Street
Tarzana, CA 91356
800/382-3322

Attn: Mike Aicher / Personnel
Salary to \$40,000/yr to start plus 2 wks vacation, 10 holidays & 10 sick leave days/yr, and medical/dental & life ins after 3 mos. Send resume; RTJJ. Interpret lab smears for nation's largest independently owned clinical laboratory. Full-time positions available coast-to-coast; flexible day & night shifts. \$100 million/yr reference laboratory works with doctors, clinics & hospitals. Requires ASCP and/or CA certification as a cytotechnologist. Must have right to work. AA/EOE M/F/V

**Secretarial/General Office****ADMINISTRATIVE AIDE**

Fairfield-Suisun Unified School District
1025 Delaware Street
Fairfield, CA 94533
707/427-7022

Attn: Personnel Office
\$19,410-28,230/yr DOE/DOQ, plus medical/dental & life ins. Call for more info and district application; file app or send resume by 3/9. Handle a variety of responsibilities as an aide to the assistant superintendent of the personnel department. Hrs 8-5 Mon-Fri. School district has approx 25 school sites. Requires ability to type 60 wpm and take shorthand at 100 wpm. Knowledge of California teacher credential program is desirable. AA/EOE

OFFICE EQUIPMENT SALES**Join The Finest Sales And Service Team In Sacramento**

- Salary, commissions, expenses, benefits, incentives
- \$50,000/yr potential
- No nights or overnight travel
- Full training
- Enthusiastic and supportive management
- National and local advertising support

We're one of the most progressive office equipment dealers in Sacramento. If you have one year copier sales experience and are looking for an opportunity to manage a sales team, or are now in sales and looking for a chance to establish a track record, then this is the opportunity that can give you earning power, personal growth and career advancement.

Call for Interview
(916) 447-9101

Dan Vera
Capital Office Systems
2101 K Street
Sacramento, CA

HARRIS / 3M

ADMINISTRATIVE ASSISTANT

Total Productions
214 Main Street, Suite 201
San Mateo, CA 94401
415/375-1151

Attn: Office
\$6-10/hr DOE. Call for appt; RTJJ. Duties include heavy data entry, answering phones, greeting customers, filing, and overall clerical functions. Work in a large office for an owner of several different companies. 25-40 hrs/wk Mon-Fri. Req exp in data entry, basic clerical skills, and ability to type 45-50wpm. Knowledge of music, real estate, marketing, and/or graphics, etc a strong plus.

ADMINISTRATIVE SECRETARY

Transitional Living & Community Support
1631 P Street
Sacramento, CA 95814
916/441-0123

Attn: Paul Powell
Competitive salary plus benefit package. Send resume. Take minutes at board & committee meetings, handle personnel functions such as interview packets and scheduling interview appts, maintain current position descriptions for local disbursement, and supervise an office staff of 3. Hrs 8:30-4:30 Mon-Fri. Private, non-profit social service agency requires supervisory experience, 75 wpm typing, and 75 wpm shorthand. Microsoft Word exp preferred. EOE

ASSISTANT FIELD ADMINISTRATOR

Vita Insurance Associates, Inc.
Mountain View, CA 94043
415/968-8811

Attn: Rae Lee or Jody
Salary to be discussed; bfts include vacation, holidays, sick leave, health/life ins & pension. Call for more info. Seeking a career-oriented professional for fun, hardworking admin position in small, "1st-class" brokerage firm. Xint apply to learn & develop. Diversified responsibilities include lots of client contact (in & out of ofc), project coordination, and verbal/written client communication. Involves technical admin procedure/contract knowledge. 40-50+ hrs/wk. Req BA/BS and xint phone skills & personal grooming. Must be pleasant, enthusiastic, well-organized, non-smoking, independent worker. Training given.

CUSTOMER SERVICE - COUNTER

Country Rental Center
15721 Los Gatos Boulevard
Los Gatos, CA 95030
Attn: Mack / Branch Manager

\$350/wk to start DOE, plus vacation, holidays, sick leave, and medical/dental ins after 90 days. No phone calls please. Apply in person. RTJJ. Fill out rental contracts, collect money, assist customers with information, and answer phones. Full-time flexible hrs (must be avail some weekends). Busy, fast-paced equipment company rents trucks, trailers, construction equipment, furniture & partyware, etc. Requires HS graduate, some retail or customer service experience, CDL, and DMV printout. Must be friendly, personable, and neat in appearance. Good math skills a plus. EOE

Toxicology/Research Technician

Chevron Environmental Health Center, Inc.
Assist in the conduct of toxicology studies to determine the toxicity of various company products and industrial chemicals. Summarize data and prepare technical reports on the tests conducted. Must have some biological laboratory exp. College-level coursework or equiv exp required in physical & biological sciences including physiology & chemistry. Coursework in toxicology is highly desirable.

Send resume or direct requests for further information to:

Dr. Patrick W. Beatty
Chevron Environmental Health Center, Inc.
P.O. Box 4034
Richmond, CA 94804-0034
AA/EOE

DISTRICT MANAGER

Akzo Sikkens Car Refinishers is looking for an aggressive automotive paint sales person for the Oakland East Bay Area. Automotive paint knowledge a must. Sales experience is not necessary but is helpful. Competitive salary with complete benefit package and company car.

Send resume or letter of work history and salary requirements to:

SIKKENS CAR REFINISHERS

2419 Tirdaldi Way
Hayward, CA 94544
Attn: Personnel Dept.



If you enjoy a competitive atmosphere and would like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- \$14,400/yr salary plus commissions on sales. First-year earnings up to \$30,000. Excellent benefits after probation period, including employer-paid medical/dental insurance, paid holidays and paid vacation.
- Our thorough training program will prepare you to help employers with their recruitment advertising needs.
- As an employment specialist, you will contact employers to establish new accounts and service existing clients in a specific industry.
- Comfortable, new offices in the South Natomas area of Sacramento. Hours 8:00-5:00 Monday through Friday.
- Full-time positions require 3 yrs work experience. Prefer sales, customer service, or heavy telephone background. Strong people skills, professional appearance, good spelling & grammar, and math aptitude also necessary.
- We are an AA/EEO employer. Physically disabled and senior citizens are encouraged to apply.

Apply in writing with complete work and salary history to:

Human Resources, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833

Join Our Team of Employment Specialists!



DATA ENTRY / CLERK (part-time)

California Job Journal
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
Attn: Kathy Kellum / Office Manager
\$6-8/hr DOE. Send application or resume & cover letter. Working from prepared information, compose classified job listings on IBM-AT computer; and perform general clerical duties. 4hrs/day, 4days/wk Mon-Fri, flexible 2-9pm; with possibility of expanded hrs/days as work-load increases. Growing recruitment publication has attractive, new offices (non-smoking) in South Natomas. Requires outstanding writing, proofreading & editing skills; excellent spelling, grammar & usage; and heavy typing/data entry exp (50 wpm). Must be accurate and able to handle detailed assignments. EOE

OFFICE MANAGER

Classic Glass Company
917 Water Street
Santa Cruz, CA 95062
408/426-3675
Attn: David Rasmussen / Owner
\$12/hr DOE/DOQ + bfts (to be discussed). Call for info, apply in person, or send resume, refs & salary history/reqs: RTJJ. Oversee all office procedures including supervising 3-4 employees, writing reports, scheduling company jobs & personnel hrs, typing, and handling payroll & customer billing. Hrs 8-5 Mon-Fri. Established, growing firm, in business since the 1930s, installs glass in cars, houses, and offices. Req detail-oriented professional with good math, written & grammar skills, and ability to deal with public and meet deadlines. Prefer minimum 3 yrs office experience in the glass trade. EOE

SECRETARY / GENERAL OFFICE MANAGER

Imperial Auto
111 Verdi Street
San Rafael, CA 94901
415/457-5868
Attn: Steve / Owner
\$250/wk DOE. Call for appt; send resume & hand written cover ltr. Type, file, answer phones and some light bookkeeping. Work on a marketing program for auto mechanics using IBM compatible computer. Growing company services foreign cars & publishes a quarterly newsletter. May include some composing of articles related to auto services. 40 hrs/wk M-F. Req 2 yrs secretarial exp, exc customer contact skills, & a neat appearance. Must be dependable, take charge person & have entry-level knowledge of computers. Knowledge of auto service field preferred. Great for married person.

SENIOR PERSONNEL CLERK

Sacramento Superior Court
720 9th Street, Room 611
Sacramento, CA 95814
916/440-5476
Attn: Court Administration
\$1622-1971/mo plus excellent benefits. Call or write for further information or application; file by 3/28. Perform office duties with heavy emphasis on payroll & personnel record keeping. 40 hrs/wk, Mon-Fri. Requires minimum 2 yrs clerical experience and 1 yr of personnel record keeping. Comparable exp will be considered. AA/EOE

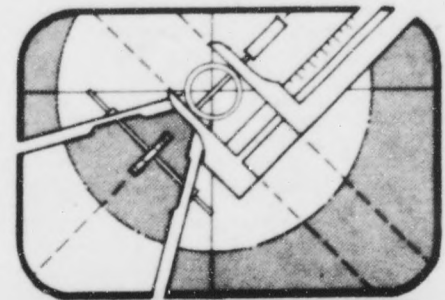
WORD PROCESSOR

Tri-Counties Janitorial Services
1726 Corby, Suite D
Santa Rosa, CA 95407
707/523-3171
Attn: Joseph Hale
Salary DOE/DOQ. Send resume; RTJJ. Responsible for data entry and word processing of vocational reports using the Wordstar program for this company that provides vocational evaluation services to injured workers. Requires typing of 60 wpm. Will need to have excellent attention to detail, enjoy working with people, and have good organizational skills. Prefer experience, but will train.



WORD PROCESSORS (3)

Dunhill Temporary Systems
1967 Zinfandel Drive
Rancho Cordova, CA 95670
916/635-8777
Attn: Bonnie Lewis
\$7.50/hr & up DOE, plus benefits. Call Bonnie for immediate appt. Use word processor to prepare varied correspondence; may perform related office duties. Temp assignments vary from 2 days to 6 mos & longer. Our clients are top companies with professional environments. Variable hrs, 8-5 Mon-Fri. You'll never pay a fee with Dunhill. In business over 15 yrs, our full-service agency provides both temporary & permanent technical, legal, light industrial, and clerical jobs. Req min 2 yrs ofc exp, 70+ wpm accurate typing, plus exp with Word Perfect 4.2 & 5.0 and Multimate software. AA/EOE



Technical/Engineering

ARCHITECT / CARPENTER

Yusonia, Inc
7 Blanding Lane
Belvedere, CA 94920
415/925-0343
Attn: Eric Drosihn
\$12-20/hr DOE. Call for appt: RTJJ. Work in office to handle house & mechanical drawings and material take-offs for new product development. Will also work in the field to perform carpentry for residential & commercial projects for this established construction company. Full or part-time schedule to be arranged. Requires 2 years experience as an architect and 2 years experience as a carpenter. Licensed architect or engineer preferred.

ASSISTANT PLANNER

City of Benicia
250 East L Street
Benicia, CA 94510
707/746-4205
Attn: Personnel Department
\$2514-3057/mo plus fully paid PERS & benefits. Call or stop by for application; file app by 3/24. Responsible for a wide variety of assignments, primarily current planning projects for a city of 24,000. FT Mon-Fri. Requires strong communication & analytical skills, BA in urban or environmental planning or related field, and 1 yr technical experience in urban planning. May substitute master's degree for experience. EOE

ASSOC CIVIL ENGR/TRANSPORTATION ENGR

Placer County
377 Nevada Street
Auburn, CA 95603
916/823-4761
Attn: Personnel Office
\$1334-1621 biweekly + excellent benefits. File county application by 3/24. Under direction, oversee major functional engineering activities of an engineering program for the Public Works Department and supervise & perform difficult professional civil engineering work. FT Mon-Fri. Requires 3 yrs of progressively responsible professional civil engr exp (minimum 1 yr in the above option) and graduation (or equiv) from college with major work in civil engineering or a closely related field.

DRAFTSPERSON

Anderson & Associates Engineering
3040 East Olive Avenue, Suite 103
Fresno, CA 93701
209/485-1300
Attn: Mary / Secretary-Treasurer
\$4.25/hr and up DOE/DOQ. Call for interview: RTJJ. Civil engineering firm has been in business 45 yrs. Hrs 8-5 Mon-Fri. Req minimum 1 yr exp and good freehand inking.

ENGINEER, STRUCTURAL

Interactive Resources, Inc.
117 Park Place
Point Richmond, CA 94801
415/236-7435
Attn: Ralph Kratz
Salary DOE plus benefit package. Call for appt or send resume. Medium-sized A-E (architectural engineering) firm seeks a registered project engineer. Our continued growth causes us to seek an additional engineer for planning & designing of various wood, masonry, concrete & steel structures; review and investigate existing projects. Full-time/flexible. Must have minimum 5 yrs experience in the design & investigation of wood, steel, and concrete buildings. CA structural engineering license preferred. Investigative report exp highly desirable. EOE

INTERGRAPH OPERATOR

Tai Associates / Architects
665 Chestnut Street
San Francisco, CA 94133-2380
Attn: Mike Fowler / Dir of Computer Svcs
\$2500-3500/mo DOE, plus \$400/mo living expenses; full bfts immediately upon hire include moving costs. Send resume. Will temporarily relocate to Charlotte, NC to work as a consultant in the offices of a major civil engineering firm. After completing project (6-10 mos), return to the Bay Area to continue similar assignments for an established architectural firm. Full-time, 3rd-shift position begins immediately! Draw plans & mapping of water systems using an intergraph computer. Requires proficiency & minimum 1 yr experience with IGDS database software. DMRS database exp a plus. EOE



ENGINEERING TECHNICIAN III

City of Fresno
2348 Mariposa Mall
Fresno, CA 93721
209/488-1575
Attn: Personnel
\$2260-2744/mo plus complete benefit package. Call for city application (resumes only will not be accepted in lieu of app). Handle traffic engineering service requests/complaints; signal timing & design; and road safety & accident identification/surveillance programs. 40 hrs/wk. Must be a HS graduate with 5 yrs increasingly responsible subprofessional engr experience supplemented by additional college-level self-improvement courses in engr technology (college-level coursework in engineering or an engr technician program may be substituted for exp). AA/EOE H

LAND SURVEYOR

Louis and Diederich Inc.
778 North First Street
San Jose, CA 95112
408/297-3121
Attn: Barbara / Office Manager
\$3000+/mo DOE. Kaiser medical benefits provided after 90 days. Send resume or call for more info: RTJJ. Oversee all aspects of surveying municipal public works & residential land development projects. 40 hrs/wk Mon-Fri, or whatever time necessary to complete work. Company is a small public works & residential land development surveying firm. Req California surveyor license and 5 yrs experience minimum. Prefer applicable education. Must be a professional, responsible, independent decision-maker with supervisory skills. US citizenship req. EOE

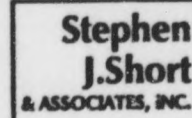
Human resource experts say that most job turnover occurs in the first six months or in the third year of employment.

MANUFACTURING ENGINEER

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
Attn: Kelley Solari
Salary DOE, plus excellent benefit pkg including profit sharing, 401K plan, and relocation expenses if necessary. Call for appointment or send resume. Design and draft tooling & fixtures, work with in-plant machine shop & outside vendors for development, and train employees in use of fixtures (CAD/CAM not available). Hrs 8-5 Mon-Fri. Government contract firm manufactures explosive-actuated devices for the aerospace industry. Requires BS degree in mechanical engineering or related technical field and 4+ yrs exp in design of tooling & fixtures. AA/EOE M/F/H

MANUFACTURING ENGINEER (3)

Superior Design Co., Inc.
4633 Old Ironsides Drive, #415
Santa Clara, CA 95051
408/748-1652
Attn: Jay Kerrigan / Northern CA Manager
\$30-35/hr plus medical/dental ins, all major holidays, and 5 days vacation. Call for more info or send resume; RTJJ. Write mill specifications and assembly procedures for a manufacturing environment. 40 hrs/wk Mon-Fri, flexible schedule. Company was established in 1957 and has 2000+ employees nationwide. Must be a stable, mature self-starter with a CDL. Prefer BSEE and 2 yrs exp. EOE



ARCHITECTURE AND PLANNING

PROJECT ARCHITECT / PROJECT MANAGER

Stephen Short & Associates, Inc.
2602-B Marconi Avenue
Sacramento, CA 95821
916/488-3795
Attn: Mr. Dalmendo
Salary commensurate with experience; benefits include paid vacation, holidays, sick leave, and medical/dental insurance immediately upon hire, and profit sharing after 1 yr. Call for appt or send resume. Prepare production drawings for mid-size architectural office specializing in working drawings. Hrs 8-5 Mon-Fri. Requires minimum 5 yrs type I construction experience and ability to work with minimal supervision.

Managers can delegate responsibilities and tasks, but expertise must be passed on through leadership and teaching.

PUBLIC WORKS TECHNICIAN I

City of Vallejo
555 Santa Clara Street
Vallejo, CA 94590
707/648-4364
Attn: Personnel Department
\$2182-2652/mo plus 7% city-paid PERS & benefits. File city application by 3/27. RTJJ. Under supervision, perform complex non-professional engineering work including specifications, designs, inspections, surveys & reports, and related work. 40 hrs/wk, Mon-Fri. Requires 3 yrs non-professional civil engineering experience (some college work may be substituted) and a valid CDL. EOE M/F/H



ELDORADO NATIONAL FOREST

Office of Archaeology

SEASONAL ARCHAEOLOGISTS (30)

U.S. Forest Service
Eldorado National Forest
100 Forni Road / Personnel Office
Placerville, CA 95667
916/622-5061
Attn: Denise McLeone or Charlotte Smith
\$6-9/hr (GS-3 to GS-7 technician & professional series); government housing available for most positions. Contact Forest Service for more info & application forms. Conduct archaeological surveys of timberlands using topographic maps, compass, aerial photographs, record & map sites; write survey reports; may perform some test excavations. Physically demanding outdoor work. 40 hrs/wk. GS-5 level requires experience plus 4 yrs college including 20 hrs of anthropology and 3 mos archaeological field exp. Other levels require more or less exp (education may be substituted for experience).

**Administrative Assistant
Sales Assistant**

Local securities B/D firm needs a sharp person to train in the operations area.
Hours 8-5, Mon-Fri. Salary DOE. Must have excellent organizational skills plus a minimum 3-5 years experience in office work. Book-keeping knowledge a plus.
Send resume to:
P.O. Box 255388
Sacramento, CA 95865
Attn: Personnel Department

CAL·DATA 5 INC.

EMPLOYMENT AGENCY
We specialize in
DATA PROCESSING
WORD PROCESSOR
18 GOUGH STREET
SAN FRANCISCO, CA 94103
Call for appointment
(415) 558-9979
FEE / NO FEE AGENCY

ELECTRONIC TECHNICIANS

TANDY CONSUMER SERVICE
has immediate openings for exp d amplifier & TV Techs. Last year the average technician made \$40,000.
Full company benefits
• Vacation Pay
• Sick Pay
• Medical / Dental Ins.
• Stock purchase plan
Send resume to:
3494 Depot Road
Hayward, CA 94545
Attn: Dept 100

ARCHITECT

GS-808-9/11/12 (two positions)
Responsible for analyzing architectural and engineering plans, designs, specifications and exhibits submitted for all HUD projects, multi-family and single family. Resolves discrepancies during application technical review and project construction. Conducts inspections.



Housing & Urban Development

450 Golden Gate Avenue
P.O. Box 36003-9AP
San Francisco, CA 94102-3448
Applications must be received by 3/10/89.
Contact: Byron Morris (415) 556-7142.

Office Manager

For East Bay Conservation Corps, a non-profit job training / educational program for youth.
Duties include secretarial and administrative support for mgmt team & staff supervision of receptionist and other in-house specialists overseeing all office systems including computers, main files, copier and supplies. Additional program support as needed. Knowledge of Word Perfect, 2 yrs college and 3 yrs secretarial exp desired.
Send cover letter & resume by March 17, 1989 to:
EBCC
1021 Third St, Oakland, CA 94607

Design Draftsperson

Benicia firm is seeking a design draftsperson. Civil engineering background, Auto-CAD knowledge & hand-drafting exp a must.
Send resume & salary requirements to:
Engineering
Attn: President
c/o P.O. Box 1817
Benicia, CA 94510

With Us First!

Work for top companies:

- Secretaries / File clerks
- Word processors
- Data entry operators
- Assemblers / Technicians
- Light Industrial

We offer: No fee; long & short-term assignments; high hourly wages; bonuses; medical ins; word processing training; and more.



Sacramento (916) 364-1114
Roseville (916) 782-0660
Oakland (415) 547-8230

NEBRASKA PUBLIC POWER DISTRICT

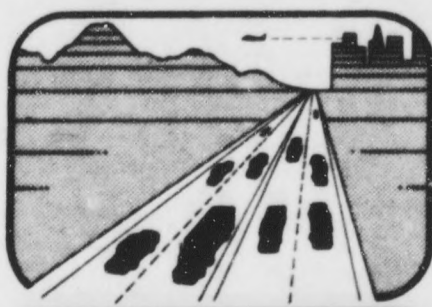
Nebraska's largest publicly-owned utility, with over 2000 employees, has immediate openings in the Nuclear Power Group for experienced, degreed engineers with 2-5 yrs of exp either at a plant site or in a General Office engineering group.

Nebraska Public Power Dist offers a competitive starting salary and xint benefits package which includes relocation and tuition assistance. The State of Nebraska, the "Gateway" to the West, offers the "Good Life" to individuals seeking excellent school systems, recreational facilities and wide open spaces. We are currently recruiting for the following positions:

- Quality Assurance Engineer
- Performance Engineer
- Engineer/Probabilistic Risk Assessment
- Electrical Engineer
- Instrument and Control Engineers
- Mechanical Engineer/Fire Protection
- Radwaste Process Control Engineer
- Electrical Engr/Equip Qualifications

Send resumes with salary requirements to:

Nebraska Public Power District
Human Resources Division
P.O. Box 499
Columbus, NE 68602



Transportation

CAB DRIVERS

Monterey Yellow Cab
623 Olympia
Seaside, CA 93955
408/646-1234

Attn: Mary / Office Manager

\$45 per shift plus medical insurance after 90 days. Apply in person; RTJJ. Full-time; 12-hr shifts, 5 days/wk plus overtime. Company, in business 40 yrs, is seeking safe drivers who are familiar with the Monterey area. Must be at least 23 yrs old, a HS graduate, have excellent verbal skills, be dependable, friendly, professional, responsible, and enjoy working with the public. Requires CDL, DMV printout, and US citizenship. AA/EOE

DRIVER (2)

Priority Express
324 Lang Road
Burlingame, CA 94010
408/971-2101 or 415/348-6611

Attn: Bob Pederson / Personnel

\$4.25/hr bimonthly guaranteed + 50% of delivery charge (varies). Send resume or apply in person; call for more info or appt; RTJJ. Drive to routed locations throughout the Bay Area delivering small packages & letters. Flexible: 40 hrs/wk between 7am-7pm + overtime. Company has been in business since 1981 at the same location; part of A Priority Transportation Inc. No experience necessary; will train. Requires CDL, DMV printout, own transportation & insurance. Must be 18 yrs old, very personable, enjoy driving, and have map-reading ability. EOE

The measure of a man is not
how people serve him, but
how many people he serves.

DRIVER (tractor/trailer)

Resource Driver Inc.
P.O. Box 2810
Modesto, CA 95351
209/537-5744 or 537-4007
Attn: Edee or Teresa

\$22/mile plus full medical & vacation benefits after 1 yr employment. Call for appt (collect calls accepted); RTJJ. Load & unload heavy materials; drive 48 states hauling a variety of general freight for this carrier in its 9th year. Days or nights, 8-hour shifts driving home; routes take up to 3 wks. 1 yr verifiable on-the-road and tractor/trailer exp required. Must be 23 yrs old (for insurance purposes), have a current class I license, and a clean DMV record. Must be able to pass Dept of Transportation physical & drug screening. Team drivers encouraged to apply.

Roadrunner Trucking

a 48-state carrier home-based in
Suisun City, CA currently seeks:

Class I Drivers

3 years experience (verifiable)
snow & ice exp. Must be able to
pass drug screen & physical.

Good Pay - Good Benefits
Teams or Single Drivers. A good
opportunity to drive nice equipment.

Call in California: (800) 874-1818
National: (707) 864-6155

R.D.B.

is currently hiring

Owner/Operators

to work out of the Hayward
terminal, 3-axle tractor,
primarily pier work.

Call
(415) 692-3191

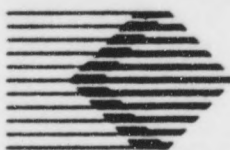
DRIVERS (10)

Domino's Pizzeria
240 Cambridge Avenue
Palo Alto, CA 94306
415/326-6552

Attn: Bruce Carr / Store Manager

\$4.50/hr plus tips & mileage (paid in cash nightly); discount on pizza. Apply in person; RTJJ. Deliver pizza (residential & commercial addresses) and handle cash; provide customer service and perform some food preparation & clean-up duties. Flexible hrs 4pm-2am Mon-Fri or 11am-3am Sat-Sun. Pizza franchise has been in business 6 yrs at the same location. Requires CDL, DMV printout, and insurance. Must be dependable, stable, friendly, and punctual. Prefer HS grad with customer service experience. No delivery exp necessary; training provided. EOE

Supervisors should carefully document disciplinary measures involving their subordinates. Then, if it becomes necessary to dismiss a worker, the action can be justified objectively.



United Couriers

OWNER / OPERATOR (5)

United Couriers
113 Stillman Street
San Francisco, CA 94107
415/978-5452

Attn: Jay Fowler / Branch Manager

\$8.25/hr (\$4.25/hr plus \$4/hr mileage reimbursement) plus medical insurance after 6 mos, 1 wk vacation after 1 yr, and optional 401K retirement investment program. Apply in person; RTJJ. Deliver parcels on a fixed route within 100 miles of the home office. Entry-level positions available. Full or part-time hrs vary. Mon-Fri. An affiliate of Armour Transport. 30-year-old courier service has offices in 5 western states and is expanding nationwide. Requires CDL (current for the past 2 yrs) and DMV printout. Must be well-groomed, intelligent, and able to follow directions. EOE



MAY TRUCKING CO.
is hiring 11-western or 48-state
over-the-road drivers.

Requires: • 100,000 miles & doubles exp
• Class I license

Health insurance after 90 days and 5 cents/
mile fuel bonus. Must pass company-paid
drug screen and background check of
criminal history.

For appt, call Terry
(916) 668-1542

BUTTON TRANSPORTATION

TRUCK DRIVERS

- ▲ \$30,000 annual potential
- ▲ Long & short hauls
- ▲ Varied products
- ▲ Class 1 CA Drivers License
- ▲ Current medical card
- ▲ 2 years verifiable O.T.R. exp.

Year-round work throughout
the Central Valley
Company benefits available. Call:
(916) 678-3232

Gospel Singers

Religious-oriented individuals
needed to learn in the instruc-
tion of the spreading of the
word of God through music.
Excellent income, will train. If
you are interested in pursuing a
professional career as a gospel
singer that includes record-
ings, concerts, tours etc.

Call
(415) 467-3792 or
1 (800) 426-LOVE



Miscellaneous

CASHIER / CUSTOMER ASSISTANT

Copymat
2390 El Camino Real
Palo Alto, CA 94306
415/856-2679

Attn: J.D. Rai / Store Manager

\$5.50/hr & up, plus 14 vacation days/yr, all legal holidays, 10 sick leave days, and medical/dental insurance. Apply in person; RTJJ. Handle cash, serve customers, solve operational problems, do some sales work, and balance cash receipts daily. Hrs 7-4 or 8-5 Mon-Fri. Subsidiary of CPI Corporation (St. Louis, MO) has 12 employees in the Palo Alto area. Must be stable & mature. HS diploma preferred. No experience necessary; training provided. EOE

Your request for a pay raise
should be based on your
workplace contributions and
the salary levels for others in
your line of work.

COPY OPERATORS (3)

Zebra Copy
4800 Great America Parkway
Santa Clara, CA 95054
415/326-7622

Attn: Mark Dickow / Regional Manager

\$6-8/hr DOE, or commission instead of hly wage. Medical benefits 1/2 employer-paid after 6 mos. Call for appt or send resume; RTJJ. Operate high-speed Kodak copiers; provide some customer service such as bindery or helping to choose ink/paper. FT or PT between 5pm-midnight (until work is completed, no later than midnight). 2-yr-old, rapidly growing, fast-paced copy service with 3 stores in the Bay Area is very employee oriented. Prefer some exp in retail, but will train. Must be a personable, quick learner, and have ability to work without constant supervision. EOE

National Freight Inc.

The Stockton terminal of a national
trucking firm is currently seeking:

PROFESSIONAL DRIVERS
to haul general commodities in doubles
& semi's. Routes available throughout
11 western states or 48 states through
our long-haul division.

This full-time position offers mileage
allowance, complete medical package,
vacations, and holidays.

If you have 2 yrs OTR exp, a clean DMV
printout, and a class 1 license:

Call (800) 624-7077
for more information

(Limited entry-level positions available)

EOE

ROSEWAY INC.

is now hiring
O.T.R. DRIVERS

Run 48 states with new or near new
Peterbils, Freightliners & KW's.

Benefit package includes

- * Insurance
- * Vacation
- * Safety bonus
- * Fuel bonus
- * Layover pay
- * Tarp pay
- * Extra stop pay
- * Motels and more

22.5¢ to 34¢ per mile

Call Dixon California
(916) 678-2301

or out of state
(800) 545-7673

CUSTOMER SERVICE PERSON

AAction Rents
10510 Old Redwood Highway
Windsor, CA 95492
707/433-6966

Attn: Paul Grill / Office Manager

\$6.50-8/hr plus health insurance after 90 days. Call for appt; RTJJ. Rent everything from skis to bulldozers; answer phones, write rental contracts, and check equipment in & out. Very fast-paced business, in the area 11 yrs, seeks a live wire interested in long-term employment. 40 hrs/wk (5 days); overtime available but not req. Store is open 7 days/wk, 7-5:30. Must be a non-smoker with CDL, DMV printout, and own transportation. Rental or customer service exp a plus. No experience needed; will train.

FIGURE CONSULTANTS (6)

European Body Wrap
2025 Gateway, Suite 102
San Jose, CA 95110
408/294-9404

Attn: David MacDonalds / General Manager

Commission only; earning potential of \$60/day or more, plus reduced rates on company's services. Apply in person or send resume; RTJJ. Sell memberships to clients, give consultation services, and perform European body wraps. FT, flexible hrs. Good advancement opportunities in national company subsidiary. Must have sales experience, enjoy working with people, and be energetic & outgoing; will train in consulting & wrapping. US citizenship and right to work required. EEO Employer

GRAPHIC ARTIST / DESIGNER

Sacramento News & Review Newspaper
2020 V Street
Sacramento, CA 95818
916/737-1234

Attn: Deborah Redmond / Art Director

Salary DOE, plus stock option plan, Blue Cross medical (50% employer-paid) & dental ins, vacation and sick leave benefits. Call for appt or send resume. Use Macintosh PC to design & input advertising; minimal paste-up & layout duties for this 40-page tabloid-size weekly newspaper. 30-40 flexible hrs/wk, Thu-Mon or Fri-Tue. Must have a graphic design portfolio, 50-60 wpm typing skills, familiarity with Macintosh, and be a team player. Minimum 1 yr of commercial graphic design experience strongly desired. Conceptual design & freehand drawing skills a plus.

HAIRDRESSER

Gwen's Salon
22 East Main Street
Los Gatos, CA 95032
408/354-0882

Attn: Gwen / Owner

Commission only (negotiable), plus paid courses in hairdressing. Call for more info; RTJJ. Create all types of hairstyles from traditional to modern. Flexible hrs, full or part-time. Salon opened in Sept 88 and has 8 on staff including 4 hairdressers and 2 manicurists. Client services include gourmet coffee & candy in a warm, cozy, friendly setting. CA cosmetology license required. Must be eager to build clientele and be assertive, but not aggressive. Own clientele preferred. AA/EOE

HAIRSTYLIST

Precision 60 Hairstyling
231 G Street, Suite 4
Davis, CA 95618
916/758-6197

Attn: Manager

\$5/hr to start plus paid vacation & medical insurance. Call for more information. Perform salon-related services including cutting, perming, color, styling & braiding hair; and operate cash register. Full-time; 10-6, five days/wk. Busy, well-established salon requires cosmetology license. Clientele & experience not necessary.

HAIRSTYLISTS (2)

Stylish Affair
1049 Lincoln Avenue
San Jose, CA 95125
408/293-5956

Attn: Cindy/Manager or Irene/Owner

60% commission or rent station. Call for interview; RTJJ. Style traditional & contemporary hairstyles for men, women and children. Flexible hrs Tue-Sat; must be prepared to work evenings. Successful full-service salon with staff of 3 is owned by mother & daughter in business over 12 years. CA cosmetology license required. Must be aggressive and like working with people. Some experience preferred but not required. No need for own clientele. AA/EOE

Job security is a thing of the
past. Expect to change jobs and
careers several times in your
life. Not as often as every two
years, but probably more than
once every ten years.

- Alumnae Resources Newsletter

HOUSEKEEPERS AND JANITORS (25)

Complete Cleaning Company Agency
2717 Cottage Way
Sacramento, CA 95825
916/484-1910

Attn: Sally McFarland / Owner

\$5.25/hr plus 4% commission (up to 14% available to stable employees). Call for more info (8-6). Dust, vacuum, clean bathrooms & kitchens, mop & wax, wash laundry, and do light window work (depending on client needs). Be your own boss; work in your own area. FT or PT; flexible hrs, 8-noon & 1-5 Mon-Fri (Sat optional). Company was started in Southern CA in 1983 and opened a Sacramento office in 1986. Must be clean, honest, very reliable and have a telephone, CDL, own transportation, and proof of citizenship. No experience necessary. Past employers & references will be checked. EOE

INVENTORY SPECIALISTS (permanent PT)

Blue Chip Inventory Service, Inc.
26291 Production Avenue
Hayward, CA 94545
415/783-9357

Attn: Dave Luther / Branch Manager

\$5/hr & up DOE. Call for more info or apply in person between 4-8pm Tue-Thu. One of CA's largest independent auditing services has been in operation 17 yrs and seeks individuals to take physical inventory of merchandise in retail stores around the Bay Area. PT; looking for individuals available evenings & weekends, but day shifts also avail. No experience necessary; will train. Must be dependable, detail-oriented, and have good basic math skills and own transportation to the office. 10-key calculator skills a plus. HOUSEWIVES & STUDENTS ENCOURAGED TO APPLY.

MAINTENANCE / ASST MANAGER (COUPLE)

Twin View Terrace Mobile Home Park
481 Twin View Boulevard
Redding, CA 96003
916/243-6488

Attn: Charlie Skeels

\$550/mo plus single-wide mobile home; gas & electricity provided. Call for more info, send resume, or apply in person; RTJJ. Maintain park grounds, buildings (2 rest rooms, laundry & pool area), and utility services for residents. 40 hrs/wk, flexible hrs. Live in senior mobile home park (no children, small pet okay). Must have CDL, DMV printout, and be physically fit.

JOB TRAINING

FREE

AGES 16-21

JOB TRAINING AVAILABLE IN 26
DIFFERENT TRADES INCLUDING:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> CARPENTRY | <input type="checkbox"/> WORD | <input type="checkbox"/> FOOD SERVICE |
| <input type="checkbox"/> FLOOR COVERING | <input type="checkbox"/> PROCESSING | <input type="checkbox"/> HEAVY EQUIPMENT |
| <input type="checkbox"/> ELECTRONICS | <input type="checkbox"/> SECRETARIAL | <input type="checkbox"/> RETAIL SALES |

WHEN YOU QUALIFY FOR JOB CORPS
YOU CAN ENJOY SPECIAL BENEFITS:

- | | |
|---|---|
| <input type="checkbox"/> Free Dorm Housing | <input type="checkbox"/> Free Meals |
| <input type="checkbox"/> Free Medical & Dental Care | <input type="checkbox"/> Free Drivers Education |
| <input type="checkbox"/> Free Placement Assistance | <input type="checkbox"/> Complete Your GED Free |



CALL NOW: (916) 424-2800

Sacramento Job Corps Center
3100 Meadowview Road, Sacramento, CA 95832

PLANT RENTAL SERVICE TECHNICIAN

Sacramento Plant Rental & Display Company
514 Riverside Avenue
Roseville, CA 95678
916/969-6073

Attn: Fred Bergold, Jr.
Salary DOE, + discounts & incentives. Benefit pkg including medical, life & dental ins avail. Provide complete customer service including watering, feeding, cleaning & grooming live plants at various locations in the Sacramento area. Growing plant rental & display company (in business 15 yrs) handles some of Sacramento's largest, most prestigious accounts including banks, office bldgs, malls, and restaurants. 10 hrs/day, 4 days/wk, plus optional 5th day. 1 yr plant service tech exp and/or solid horticulture knowledge, ability to work well with the public, clean DMV record, and physically capable of job.

California Job Journal

PRODUCTION ARTIST (part-time)

California Job Journal
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
916/925-0800

Attn: Human Resources Director
\$6/hr & up to start DOQ. Send resume & salary history. Design ad layouts using PageMaker on IBM 286/386 equipment. Assist with layout, paste-up, and pre-press production in a 5-person dept. PT, approx 1-7 Tue-Fri and 8-2 Sat; may become FT. Largest independent recruitment advertising publication has attractive new offices in South Natomas. Desktop publishing exp (PageMaker pref) and reliable transportation a must. Requires technical production skills and great attention to detail. 40-50 wpm typing and publication design background preferred. Graphic art camera room experience helpful. AA/EOE H

Too Late to Classify

ADMINISTRATIVE SERVICES OFFICER

County of Shasta
Courthouse
1500 Court Street, Room 105
Redding, CA 96001
916/225-5515

Attn: Personnel Office
\$2460-2991/mo plus 7% PERS and management benefits. Call for more info or apply in person. Responsible for the administrative activities of all divisions of the Public Health Dept. 40 hrs/wk. Requires 3 yrs responsible fiscal or administrative experience including exp in the health care field, and a 4-yr degree in accounting, business administration, or a closely related field. AA/EOE

BAKER (part-time)

Nana's Gourmet Bakeshop Ltd.
Carmichael, CA 95608
916/973-8728

Attn: Owner
\$5.25+/hr DOE. Call for appt (leave a message on machine). Prepare & bake cinnamon rolls, cookies & muffins from scratch (no mixes). As specialty bakery grows, will also bake dinner rolls, cakes and gourmet breads. PT flexible hrs starting at 4am Tue-Sat, will become FT. Small, independent family bakery has new bakeshop (all new equipment) in a classy Sacramento location. Creative professional with baking experience desired. Ownership potential for the right person. EOE

ENGINEER MANAGER

Napa Sanitation District
P.O. Box 2480
Napa, CA 94558
707/252-3511

Attn: Personnel Department
\$5000/mo minimum (negotiable) plus excellent bft package including 22 days/yr mgmt leave and 7% PERS. Call for more information or apply in person by 3/31/89. Under direction of the board of directors, manage and coordinate collection, treatment & disposal of wastewater and perform related duties. Hrs 8-4:30 Mon-Fri. Must be a licensed civil engineer with minimum 5 yrs supervisory experience in wastewater engineering.

FRONT DESK CLERK

Los Robles
2200 Auburn Boulevard
Sacramento, CA 95821

Attn: Herb Ginsberg / Owner
\$5/hr during training (part-time), then base + commission DOE, plus yearly bonuses. Send resume. Front desk duties include renting rooms, collecting payments, answering phones, and performing data entry & filing. FT flexible hrs: choice of day or evening shift. Very busy 87-room hotel (just off Business 80) has a 95% occupancy rate. Must be hard-working, personable, dependable, honest, and enjoy working with people. Familiarity with computers a plus. Sales exp helpful. EOE

HOUSEKEEPING SUPERVISOR (2)

Carmel Valley Ranch Resorts
Carmel, CA 93923
408/625-9500 x334

Attn: Personnel
\$6.75/hr plus medical benefits after 30 days. Call for appt. Inspect rooms to ensure quality of work by cleaning staff and resolve any related problems; report directly to executive housekeeper. FT; flexible hrs 9-5. Very exclusive private resort in the mid-valley area features a 100-suite hotel, golf & tennis club, and a security entrance. Must have housekeeping exp and own transportation. EOE

INSIDE SALES REPRESENTATIVE

All Data Corporation
7000 Franklin Boulevard
Sacramento, CA 95823
916/395-0202

Attn: Richard
Good hourly base wage plus bonus, vacation, holidays, sick leave, and health insurance. Call for more information. GROUND-LEVEL OPPORTUNITY. Join our sales support team, marketing a CD RAM information system to the automotive industry, work with outside sales representatives in expanding midwest region volume. Hrs 7-4 Mon-Fri. Professional organization requires 1-2 yrs phone sales experience. Must be self-motivated, sales-oriented, and interested in future technology.



INSURANCE SALESPERSON

Farmers Insurance Group
5713-D Marconi Avenue
Carmichael, CA 95608
916/482-2432

Attn: Ron Jones / District Manager
Earn 6-figure income your second yr in your own business. Call today for info. Like the marines, we are looking for a few good people. Set your own goals and plan your own future. If you're a hard worker & self-starter, there are no limits on your future. If you're successful now and want to be even more so while working in a professional environment, Farmers has a program for you. FT hrs & days (the time & energy you invest will determine your return). A college degree is an advantage, but not required. No insurance exp needed; we provide full training & assistance in establishing your client base.

by Phil Frank

The Smile File



LANDSCAPE WORKER II

City of Sausalito
420 Litho Street / P.O. Box 1279
Sausalito, CA 94966
415/332-0779

Attn: Personnel Department
\$1758-2127/mo plus benefits. Call or write for city application and supplemental questionnaire. file by 3/23/89. Maintain the city's public parks & playgrounds; includes tree trimming, lawn upkeep, etc. 40 hrs/wk. Requires Pesticide Applicator Certificate and CDL. AA/EOE

PHYSICIAN'S ASST / NURSE PRACTITIONER

County of Shasta
Courthouse
1500 Court Street, Room 105
Redding, CA 96001
916/225-5515

Attn: Personnel Office
\$2378-2890/mo plus excellent benefits and 5% paid PERS. Call for info or apply in person. Perform complete physicals and provide routine treatment in a family practice clinic setting. Hrs 8-5 Mon-Fri. Must be licensed/certified to practice in California. AA/EOE

PSYCHOLOGY INSTRUCTOR

Allan Hancock Joint Community College Dist
800 South College Drive
Santa Maria, CA 93454
805/922-6966 x338

Attn: Personnel
\$23,625-35,279/yr DOE/DOQ, plus excellent benefits. Call for more information & application; file by 4/14. Prepare and implement plans to teach psychology to community college students. Full-time tenure-track position; hrs & days depend on Fall 89 class schedule. Approx 8400 students on campus. Requires master's degree in psychology and CA community college instructor certificate. AA/EOE

PUBLIC SAFETY DISPATCHER / MATRON II - TAHOE

Placer County
377 Nevada Street
Auburn, CA 95603
916/823-4761

Attn: Personnel Department
\$762-926 bi-weekly plus \$200/mo subsistence allowance and benefit package. Call for more information or apply in person by 3/24. Under supervision, receive & dispatch radio/telephone communications in the county sheriff's department; dispatch public safety emergency personnel & equipment in a coordinated manner; and monitor public safety frequencies. Full-time shift work. Requires 2 yrs operations experience in a public safety dispatching setting and 45 wpm accurate typing. AA/EOE

SECRETARY

City of Sausalito
420 Litho Street / P.O. Box 1279
Sausalito, CA 94966
415/332-0779

Attn: Personnel Department
\$8.20/hr or higher DOE plus benefits. Request city application; file by 3/21/89. Perform general clerical duties including typing, filing, answering phones, etc in the Administration Dept. 30 hrs/wk, weekdays. Requires 2 yrs experience in general clerical work. AA/EOE

SOCIOLOGY INSTRUCTOR

Allan Hancock Joint Community College Dist
800 South College Drive
Santa Maria, CA 93454
805/922-6966 x338

Attn: Personnel
\$23,625-35,279/yr DOE/DOQ, plus excellent benefits. Call for more information & application; file by 4/14. Prepare and implement plans to teach sociology to community college students. Full-time tenure-track position; hrs & days depend on Fall 89 class schedule. Approx 8400 students on campus. Requires master's degree in sociology and a community college instructor certificate. AA/EOE

Teacher / Manager

Direct all operations of adult basic education learning center.

Duties include teachers supervision, operations management, curriculum development, public relations & coordination with school district G.E.D. Test Centers etc. Life California secondary or adult education credentials required and 10 years of related teaching exp. Experience in basic skills remediation, individualized instruction, administration and at-risk youth population required.

\$2500 - 3000/mo DOE

Send resume by: 3/24/89

East Bay Conservation Corps
1021 Third St, Oakland, CA 94607

AA/EOE

SECRETARY TO THE CITY MANAGER

City of West Sacramento
P.O. Box 966
West Sacramento, CA 95691

Attn: Personnel
\$1780-2173/mo plus paid PERS, health/dental, vision & term life insurance, and 1% to deferred compensation. Send self-addressed stamped envelope indicating position to receive city application and job flyer; file app & resume by 3/31 (NO POSTMARKS). Perform professional secretarial work for the City Manager and other administrative staff; includes office management responsibilities, 40 hrs/wk. Requires HS diploma or equivalent and 5 yrs secretary experience including 1 yr varied & heavy computer work (post-high school business education may sub for 2 yrs exp). Supervisory exp preferred. AA/EOE

TRAVEL AGENT CLERK (part-time)

Palm Air Travel Agency
1433 Fulton Avenue, Suite N
Sacramento, CA 95825
916/483-4473

Attn: Imad
\$5-7/hr plus bonuses for outside sales; benefits possible after 6 mos. Call for appt or send resume. Answer phones, take & log reservations on computer, and assist management as needed. Hrs noon-5 Mon-Fri (can work Sat with a weekday off); could become full-time by working mornings in outside sales. Travel agency started in San Francisco 12 yrs ago and opened a Sacramento office in May 88. Must be able to work with the public. Preter phone experience and TWA POS computer system background. US citizenship required. EOE

WAREHOUSE / DISPATCHER SUPERVISOR

Econo-Line Express Inc.
1650 Bell Avenue, Suite 100
Sacramento, CA 95838

Attn: Kevin Case / Terminal Manager
\$1400-1600/mo plus medical & dental ins. 1 wk vacation after 1 yr, and 5 holidays. Send resume & salary history/reqs. RTJJ. Supervise warehouse & driving staff in a fast-paced express-delivery package company. FT, 8 hrs/day, 5 days/wk (varied). Customer-oriented LTL (less than load) carrier in Northern CA has a terminal in the Sacramento area. Req 1 yr in a warehouse environment or supervisory position, CDL, DMV printout (preferably clean), and good leadership capabilities. Must be self-motivated & well-groomed. Exp in a package express-delivery service a plus. EOE M/F/H/V

WATER TREATMENT PLANT OPERATOR I/II

City of West Sacramento
P.O. Box 966
West Sacramento, CA 95691

Attn: Personnel
\$1862-2273/mo (level I), \$2027-2499/mo (level II), plus excellent benefits. Send SASE indicating position to receive a job flyer and application; city application and copy of certificate must be filed by 5pm, 3/31/89 (NO POSTMARKS). Perform a variety of tasks to operate & maintain city's water treatment plant which opened 9/88. 40 hrs/wk; shift work required. Must have CA Dept of Health Services Water Treatment Operator Certificate Grade II (for level I) or Grade III (for level II). AA/EOE

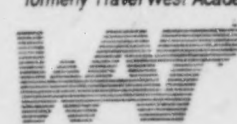


TRAVEL CAREERS

- 12-week course
- Financing available
- Job Placement Assistance
- Day and evening classes
- Airline computer training

WORLD ACADEMY OF TRAVEL

formerly Travel West Academy



1812 Tribute Rd.
Suite H
Sacramento, CA

R.S.V.P.
(916) 921-9010

BAY AREA URBAN LEAGUE

7th Annual Job Fair

Thursday March 9, 1989
9am-3pm

Oakland Convention Center
550 10th Street
Oakland, California
(415) 839-8011

Corner of Broadway and 10th Street

AIRLINE FLIGHT ATTENDANT & CUSTOMER SERVICE AGENTS



I.T.A., a leading airline career training center, will be selecting candidates to complete air travel career training in Fresno, California.

CALL FOR INFORMATION ON A SEMINAR IN YOUR AREA
(800) 883-2022

Candidates should be willing to relocate to where the jobs are upon training completion.

International Travel Academy
2048 North Fine, Fresno, California 93727 — (209) 251-0428

The right information for the job.

Title of position	◆	SENIOR MECHANICAL ENGINEER	◆	Job duties/description
Employer	◆	Great Jobs Unlimited	◆	Type of business
Contact information	◆	Engineering Division	◆	Hours/days
Salary and benefits	◆	123 Career Court	◆	Experience/skills and education required
Application procedure	◆	Anytown, CA 98765-4321		

415/555-6789 x123 or 800/555-9999
C: John Williamson / Personnel Director
\$40,000-45,000/yr DOE/DOQ, plus medical, dental & life insurance. Send resume or call for information. Responsible for product development through production, and analysis of thermal, vibrational & structural dynamics. Firm is dedicated to becoming the industry leader in low-cost, high-capacity, high-performance media disk drives. Full-time; 9-5 Mon-Fri plus occasional overtime. Requires master's degree in mechanical engineering; 5 years related experience; and knowledge of machining, die casting, and injection molding. Aerospace applications exp preferred. AA/EEO M/F/H/V

Whenever your company has a position to fill, you want to attract the most interested and qualified candidates. But, too often, "help wanted" ads don't produce the results you need. You either get no response or applications pour in from people who have nowhere near the qualifications you're seeking. There *is* an alternative. *California Job Journal*. Our Employment Specialists will help you write a comprehensive job order that

gives readers all the important details about necessary experience, educational requirements, salary, and job duties. With complete information, job seekers can screen themselves . . . so you'll spend less time with resumes and phone calls from unsuitable applicants, and more time interviewing qualified candidates.

Advertising in the Job Journal saves valuable time. And that's good for business. Your business.

The right newspaper for the job.



916/925-0800

Toll free (in California):
800/782-HIRE